INDIANA COMMISSION ON PROPRIETARY EDUCATION

Board of Commissioners Meeting Memorandum

Date: March 4, 2007

From: Rebecca Carter, Director of Regulatory Compliance

Subject: INDIANA BUSINESS COLLEGE – ALL CAMPUSES

NEW ASSOCIATE OF APPLIED SCIENCE DEGREES

Staff Recommendation

The commission staff recommends that Indiana Business College – Anderson, Columbus, Elkhart, Evansville, Fort Wayne, Indianapolis, Lafayette, Marion, Medical, Muncie, Norwest, and Terre Haute be granted the authority to award the Associate of Applied Science degree in the following programs at the following locations respectively with the stipulation that the Instructor Qualification Record forms and supportive documentation for the faculty be submitted for the new IBC located in Elkhart. This new campus has been approved by ACICS.

Accounting

Administrative Professional

Business Administration – Finance

Business Administration – Management

Business Administration – Marketing

Criminal Justice

CISCO

— Elkhart

— All Campuses

— All Campuses

— Elkhart & Marion

— Indianapolis

Help Desk Administration – Evansville, Fort Wayne, Indianapolis,

Muncie& Terre Haute

Human Resources – Anderson, Elkhart & Lafayette

Medical Assistant - Elkhart
Medical Assisting with Functional Spanish
Medical Coding Technology - Elkhart

Network Administration – Indianapolis & Muncie

Nursing - Medical Property Casualty Claims - Medical

Veterinary Technology – Indianapolis & Northwest

Systems Administration – Indianapolis, Muncie & Terre Haute

Background Information

The associate of applied science degrees range from 100 to 133 quarter-credit hours of training; a minimum of 75% of the courses are in the Specialty in each of the programs; and, the faculty meet the criteria stipulated in 570 IAC 1-10.1-4.

Supportive Documentation

- 1. Degree Applications
- 2. Instructor Qualification Record Forms

Indiana Business College New Program Applications By Program and Campus March 2007

						Cam	pus					
Program	Anderson	Columbus	Elkhart	Evansville	Fort Wayne	Indianapolis	Lafayette	Marion	Medical	Muncie	Northwest	Terre Haute
Accounting			Х									
Administrative Professional			X									
Business Administration – Finance	X	X	X	X	X	X	X	Χ		X	X	X
Business Administration – Management	X	X	X	X	Χ	X	X	Χ		X	X	X
Business Administration – Marketing	X	X	X	X	Χ	X	X	Χ		X	X	X
Criminal Justice – AAS			X					Χ				
CISCO				Χ	X	X						
Help Desk Administration						X				X		X
Human Resources	X		X				X					
Medical Assistant			X									
Medical Assisting with Functional Spanish									X			
Medical Coding Technology			Х									
Network Administration						Χ				Х		
Nursing									Х			
Property Casualty Claims									Х			
Systems Administration						Х				Х		Χ
Veterinary Technology							X				X	

INDIANA COMMISSION ON PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution		Indiana Business C	College - Elkhart	
Name of Program		Accoun	iting	
Level of Degree (AAS,	AS, AA, B	AS, BA, BS, MBA, MAS, M	A, MS, Ph.D.)	AAS
Name of Person Prepa	ring this Fo	orm	Kimberli J. Zorne	s
Telephone Number		317.656.4732	<u>Applicat</u>	ion Type
Date the Form was Pre	pared	January 17, 2007	_ New	Renewal
		escribe what the program	•	hieve and

explain how it is structured in order to accomplish the objectives.

This program is designed to provide specific preparation for private and public accounting as well as the advanced areas of general accounting. Graduates are prepared for positions in private business, public accounting, and government. The program provides an excellent foundation for the student to begin a career in cost accounting, tax accounting, or internal auditing.

II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PRO	GRAM:	Accounting				
TOTAL COURS	E HOURS:	110-112	Check one:	Quarter H	lours	\boxtimes
				Semester	r Hours	
				Clock Ho	urs	
LENGTH OF PR	ROGRAM:	18 months	TUITION:	\$18,660		
SPECIALTY CO	OURSES:					
Course	Course				Course	
Number	<u>Title</u>				Hours Hours	
ACC101	Accountin	g I			5	
ACC102	Accountin	g II			5	
ACC105	Patroll/10	Key			5	
ACC107	Income Ta	ax			5	
ACC115	Computer	ized Accounting			5	
ACC201	Accountin	g III			5	
ACC202	Cost Acco	unting			5	
ACC240	Intermedia	ate Accounting I			5	
ACC250	Intermedia	ate Accounting II			5	
BUS100	Principles	of Business			5	
BUS230	Business	Office Procedures			5	
BUS260	Career De	velopment			2	
COM206	Communic	cation II			5	
CPU200	Computer	s and Office Automa	ation		4	
CPU212	Word Prod	cessing			4	
CPU220	Spreadsh	eets			4	
CSS100	Strategies	for Success			5	
INT299	Internship	or Business Elective	е		3-5	
KEY101	Keyboardi	ng I			3	

SPECIALTY COURSES: Course Course Course <u>Title</u> Number **Hours** LEG101 **Business Law** 5 MAT105 **Business Math** 5 **GENERAL EDUCATION / LIBERAL ARTS COURSES:** Course Course Course Number Title Hours 5 BUS205 **Economics** _5 COM105 Communication I 5 Presentation Skills SPC101

Number of Credit/Clock Hrs. in Specialty:	95	_ / _	110	Percentage:	14%
Number of Credit/Clock Hrs. in General Courses:	15		110	Percentage:	86%
If applicable: Number of Credit/Clock Hrs. in Liberal Arts:		_ / _		Percentage:	

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library will be located at the campus. Students will be able to access library resources
between the hours of 8:00 a.m. and 10:00 p.m. Monday through Thursday and 8:00 a.m.
through 4:00 p.m. on Friday. One staff member will be assigned the duties and responsibilities
of maintaining and organizing library resources in addition to providing assistance to faculty,
staff and students.

<u>Indiana Business College also subscribes to Indiana Online Research Library INSPIRE.NET</u> and is available to students on campus.

The current budget allocation for the first year of operation is \$7,500, with \$5,000 allocated for start up costs and \$2,500 for additional acquisitions.

2. Number of volumes of professional material:

Planned acquisitions for the library's first year of operations are a total of 100 volumes, allocated as follows:

- 45 volumes allocated to business related programs
- 45 volumes allocated to medical related programs
- 10 volumes allocated to general reference materials

3. Number of professional periodicals subscribed to:

Planned acquisitions include six (6) business periodicals and 4 medical periodicals.

4. Other library facilities in close geographical proximity for student access:

Elkhart Public Library - Main; 300 S. 2nd Street; Elkhart, IN 46516 (5.04 miles)

Elkhart Public Library - Dunlop Branch; 58485 County Rd 13; Elkhart, IN 46516 (3.54 miles)

Elkhart Public Library - Pierre Moran Branch; 2400 Benham Avenue; Elkhart, IN 46517 (5.59 miles)

Elkhart Public Library - Cleveland Branch; 53715 Count Rd 1; Elkhart, IN 46514 (12.52 miles)

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

** Include all required documentation pertaining			
Total # of Faculty in the Program:	Full-time:	Part-time:	
Fill out form below: (PLEASE LIST NAMES	IN ALPHABETIC	SAL ORDER.)	

List Faculty Names	Degree or Diploma	# Years of Working Experience	# Years Teaching at Your	# Years Teaching at	Check Full-	Part-
(Alphabetical Order)	Earned	in Specialty	School	Other	time	time
	Faculty w	ill be hired Augu teach in the ne		er 2007 to		

INDIANA COMMISSION ON PROPRIETARY EDUCATION

DEGREE APPLICATION (New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Indiana Business Co	llege - Elkhart					
Name of Program	Administrative Professional						
Level of Degree (AAS, AS, AA	MS, Ph.D.)	AAS					
Name of Person Preparing this Form Kimberli J. Zornes							
Telephone Number	317-656-4732	<u>Applica</u>	tion Type				
Date the Form was Prepared	February 1, 2007	⊠ New	Renewal				
	Describe what the program is norder to accomplish the obje	•	chieve and				
This program provides extensive	This program provides extensive training in utilization of current office technology, keyboarding						
proficiency, accounting, and business communication, all of which are required for success in							
today's fast-paced and multifac	day's fast-paced and multifaceted administrative support positions.						

II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROC	GRAM:	Administrative Profession	onal			
TOTAL COURS	E HOURS:	113-115	Check one:	Quarter F	lours	\boxtimes
				Semester	r Hours	
				Clock Ho	urs	
LENGTH OF PR	OGRAM:	18 Months	TUITION:	\$19,470		
SPECIALTY CO	URSES:					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
ACC101	Accountin	g I			5	
ACC105	Payroll/10	Key			5	
BUS100	Principles	of Business			5	
BUS230	Business	Office Procedures			5	
BUS260	Career De	velopment			2	
COM206	Communic	cation II			5	
CPU200	Computer	s and Office Automation			4	
CPU212	Word Prod	cessing			4	
CPU220	Spreadsh	eets			4	
CPU230	Database				5	
CPU250	Software I	ntegration			4	
CSS100	Strategies	for Success			5	
INT299	Internship	or Business Elective			3-5	
KEY101	Keyboardi	ng I			3	
KEY102	Keyboardi	ng II			3	
KEY201	Keyboardi	ng III			3	
KEY202	Machine T	ranscription			3	
LEG101	Business	Law			5	
LEG210	Human Re	esource Law			5	

SPECIALTY COURSES:

Course <u>Number</u>	Course <u>Title</u>					Course <u>Hours</u>
MAT105	Business Math					5
MGT150	Records Management & Securi	ty				5
MGT200	Management					5
MGT215	Group Dynamics					5
GENERAL EDU	CATION / LIBERAL ARTS COUR	RSES:				
Course <u>Number</u>	Course <u>Title</u>					Course <u>Hours</u>
COM105	Communication I					5
PSY106	Psychology					5
SPC101	Presentation Skills					5
_		98-		113-		
Number of Credit	t/Clock Hrs. in Specialty:	100	_ / _	115	Percentage	e: <u>87%</u>
Number of Credi	t/Clock Hrs. in General Courses:	15	_ / _	113- 115	Percentage	e: <u>13%</u>
If applicable: Number of Credi	t/Clock Hrs. in Liberal Arts:		_ / _		Percentage	e:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

 The library will be located at the campus. Students will be able to access library resources
 between the hours of 8:00 a.m. and 10:00 p.m. Monday through Thursday and 8:00 a.m.
 through 4:00 p.m. on Friday. One staff member will be assigned the duties and responsibilities
 of maintaining and organizing library resources in addition to providing assistance to faculty,
 staff and students.

<u>Indiana Business College also subscribes to Indiana Online Research Library INSPIRE.NET</u> and is available to students on campus.

The current budget allocation for the first year of operation is \$7,500, with \$5,000 allocated for start up costs and \$2,500 for additional acquisitions.

- 2. Number of volumes of professional material:
- 45 volumes allocated to business related programs
- 45 volumes allocated to medical related programs
- 10 volumes allocated to general reference materials
- 3. Number of professional periodicals subscribed to:

Planned acquisitions include six (6) business periodicals and 4 medical periodicals.

4. Other library facilities in close geographical proximity for student access:

Elkhart Public Library - Main: 300 S. 2nd Street, Elkhart, IN 46516 (5.04 miles)

Elkhart Public Library - Dunlop Branch; 58485 County Rd 13, Elkhart, IN 46516 (3.54 miles)

Elkhart Public Library - Pierre Moran Branch; 2400 Benham Avenue, Elkhart, IN 46517 (5.59 miles)

Elkhart Public Library - Cleveland Branch; 53715 Count Rd 1; Elkhart, IN 46514 (12.52 miles)

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

** Include all required documentation pertain		
Total # of Faculty in the Program:	Full-time:	Part-time:
Fill out form below: (PLEASE LIST NAME	S IN <u>ALPHABETIC</u>	CAL ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
	F dt	will be bised A.	Lawrent Compton			
		will be hired Auto teach in the r				

INDIANA COMMISSION ON PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Indiana Business College - Anderson, Columbus, Elkhart,

Evansville, Fort Wayne, Indianapolis, Lafayette, Marion, Muncie, Name of Institution **Northwest, Terre Haute Business Administration - Finance Concentration** Name of Program Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS Name of Person Preparing this Form Kimberli J. Zornes Telephone Number 317-656-4732 **Application Type** Date the Form was Prepared **January 15, 2007 ⊠** New Renewal

I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program provides students with an extensive business background, focusing on principles of finance. Specialized courses in banking and the interpretation of financial statements provide the foundation for students to begin careers in banking, insurance, lending, and many other related industries.

II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROC	GRAM:	Business Administrati	<u>ion - FinanceCo</u>	oncentration	on	
TOTAL COURSE	E HOURS:	105-107	Check one:	Quarter H	Hours	\boxtimes
				Semester	Hours	
				Clock Ho	urs	
LENGTH OF PR	OGRAM:	18 Months	TUITION:	\$18,660		
SPECIALTY CO	URSES:					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
ACC101	Accounting	g I			5	
ACC102	Accounting	g II			5	
ACC201	Accounting	g III			5	
BUS100	Principles	of Business			5	
BUS230	Business	Office Procedures			5	
BUS260	Career De	velopment			2	
COM206	Communic	cation II			5	
CPU200	Computer	s and Office Automation			4	
CPU212	Word Prod	cessing			4	
CPU220	Spreadsh	eets			4	
CSS100	Strategies	for Success			5	
FIN200	Introduction	on to Finance			5	
FIN220	Principles	of Banking			5	
FIN250	Interpretin	g Financial Statements			5	
INT299	Internship	or Business Elective			3-5	
KEY101	Keyboardi	ng I			3	
LEG101	Business	Law			5	
MAT105	Business I	Math			5	
MGT200	Managem	ent			5	

SPECIALTY COURSES: Course Course Course Number Title Hours Sales MKG203 5 **GENERAL EDUCATION / LIBERAL ARTS COURSES:** Course Course Course Number Title Hours BUS205 **Economics** 5 Communication I 5 COM105 _5 SPC101 Presentation Skills Number of Credit/Clock Hrs. in Specialty: 90-92_ / 86% Percentage: Number of Credit/Clock Hrs. in General Courses: 15 Percentage: 14%

Percentage:

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:

Anderson:

- III. LIBRARY: Please provide information pertaining to the library located in your institution.
- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff: The Anderson Campus library, located in the main hallway of the campus, is open when the school is open. Those hours are Monday through Thursday 8:00 a.m. until 10:00 p.m., and on Friday from 8:00 a.m. until 4:00 p.m, except for holidays. IBC also subscribes to the Indiana Online Research Library INSPIRE.NET, which is available to our students on campus.
- 2. Number of volumes of professional material:

377

3. Number of professional periodicals subscribed to:

16

4. Other library facilities in close geographical proximity for student access:Anderson Public Library, 111 East 12th Street, Anderson, IN 46016, which is nine

minutes 3.25 miles from campus.

Anderson University Nicholson Library, 1100 East 5th Street, Anderson, IN 46012, which is 12 minutes or 5.37 miles from our campus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Anderson:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.
** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	10	Full-time:	3	Part-time:	7
------------------------------------	----	------------	---	------------	---

List Faculty Names	Degree or Diploma	# Years of Working Experience	# Years Teaching at Your	# Years Teaching at	Check Full-	one:
(Alphabetical Order)	Earned	in Specialty	School	Other	time	time
Arms, James Larry	BS, MA, ED S	35	1	7		Х
Cox, Dara	BS	3	1.5	0	.X	
Crites, Chris	BS, MBA	12	3	2		Χ
Fry, Marcy	AAS	4	2	0		Х
Gibson, Chad	BS, MBA	12	3	0		Χ
Godfrey, Joan	BS	14	10	6	Х	
Nalywaiko, Jill	ВА	2	1.5	0	Х	
Nichols, Kimberly	BS	3	1.5	3		Х
Shank, Cheryl	BS	22	1	1		Х
White, Tammy	BS, MBA	16	1.5	0		Х

COLUMBUS:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

2. Number of volumes of professional material:

The Student Resource Center, or library is located in the building at 2222 Poshard Drive, Columbus, IN. The library currently holds 667physical volumes of professional material including reference books. All students who use the library also have free access to our online library subscription which includes 100's of additional volumes of professional material. Students who use the online library have access to 10 computers located in the library itself and a laser printer.

3. Number of professional periodicals subscribed to:

Our library holds subscriptions for 29 professional periodicals on site. Again, students have access to 100's of additional periodicals via our online library subscription.

4. Other library facilities in close geographical proximity for student access:

Students are within 2 miles from the Columbus Learning Center and College library. All college students attending in Bartholomew County have access to use the library.

Columbus Public library is also available for students to use located downtown on 4th street in Columbus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

COLUMBUS:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.
** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	10	Full-time:	4	Part-time:	6
------------------------------------	----	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Crader Dianne	BS, MEd	7	1	7		Х
Cummings Laura	ВА	22	2.5	0		Х
Dampier Terena	BS	23	1	0		Х
Darlage Vincent	BS	6	5	0	Х	
Hauersperger Len	MBA	16	1	0		Х
Hodapp David	BS	14	1	0		Х
Moss Charlotte	BS	18	2	0	Χ	
Mount Lorie	BA	3	1	5		Х
Sanders Debbie	BS	5	7	5	Χ	
Snoddy Jennifer	BS	4	1	4	Χ	

ELKHART:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library will be located at the campus. Students will be able to access library resources
between the hours of 8:00 a.m. and 10:00 p.m. Monday through Thursday and 8:00 a.m.
through 4:00 p.m. on Friday. One staff member will be assigned the duties and responsibilities
of maintaining and organizing library resources in addition to providing assistance to faculty,
staff and students.

Indiana Business College also subscribes to Indiana Online Research Library INSPIRE.NET and is available to students on campus.

The current budget allocation for the first year of operation is \$7,500, with \$5,000 allocated for start up costs and \$2,500 for additional acquisitions.

2. Number of volumes of professional material:

Planned acquisitions for the library's first year of operations are a total of 100 volumes, allocated as follows:

- 45 volumes allocated to business related programs
- 45 volumes allocated to medical related programs
- 10 volumes allocated to general reference materials

3. Number of professional periodicals subscribed to:

Planned acquisitions include six (6) business periodicals and 4 medical periodicals.

4. Other library facilities in close geographical proximity for student access:

Elkhart Public Library - Main; 300 S. 2nd Street; Elkhart, IN 46516 (5.04 miles)

Elkhart Public Library - Dunlop Branch; 58485 County Rd 13; Elkhart, IN 46516 (3.54 miles)

Elkhart Public Library - Pierre Moran Branch; 2400 Benham Avenue; Elkhart, IN 46517 (5.59 miles)

Elkhart Public Library - Cleveland Branch; 53715 Count Rd 1; Elkhart, IN 46514 (12.52 miles)

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

ELKHART:

IV. FACULTY:	Attach completed Ins	structor's Qualifica	ition Record for e	each instructor.
** Include all re	equired documentation	pertaining to the q	ualifications of e	ach instructor.

Total # of Faculty in the Program:	Full-time:	Part-time:	
------------------------------------	------------	------------	--

List Faculty Names	Degree or Diploma	# Years of Working Experience	# Years Teaching at Your	# Years Teaching at	Check	cone:
(Alphabetical Order)	Earned	in Specialty	School	Other	time	time
					time	time
		vill be hired Au o teach in the r				

EVANSVILLE:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

4601 Theater Drive

Evansville, IN 47715

8 am - 10 pm Monday - Thursday; 8 am - 4 pm Friday

One full-time librarian; one part-time work study

2. Number of volumes of professional material:

259 books/video material

Over 250 periodicals

3. Number of professional periodicals subscribed to:

7 professional periodicals

4. Other library facilities in close geographical proximity for student access:

Evansville Vanderburgh Public Library

Oaklyn Branch

3001 Oaklyn Drive

Evansville, IN 47711

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

EVANSVILLE:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	13	Full-time:	7	Part-time:	6
------------------------------------	----	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Brinkman, Lorena	BS	31	9			Х
Carpenter, John	MIS	9	8		Х	
Crowe, Lindsey	MBA	6	.5			Х
Elkin, Leslie	BS	14	2.5		Х	
Ettensohn, Tracie	BS	16	10		Х	
Harper-Sperry, Angela	BS	22	6			Х
Kanoy, Brenda	BS	20	1 month			Х
King, Mark	MBA	14	5	13	Χ	
Kolich, Kevin	ВА	16	13	3	Χ	
Riley, Patrick	MBA	28	10	2.5	Χ	
Sizemore, Tina	MLS	12	1 month			Х
Smith, Gerald	MBA	25	2			Χ
Walton, Amanda	MS	8	2		Х	

FORT WAYNE:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

 The library is located on campus. The library is open from 8:00 am 10:00 pm Monday Thursday and 8:00 am 4:00 pm Friday. Additional hours will be scheduled as necessary based on student needs. The library is staffed with a full-time librarian, Sara Siebenaler. Sara holds a BS degree.

2. Number of volumes of professional material:

There are 56 volumes currently housed in the resource room.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from Infotrac Search bank: Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and the Student Resource Center-Gold; ProQuest Direct: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Psychology Journals, and ProQuest General Reference (Research Library Core plus 15 subject modules); The Electric Library (selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and Bowker's Books in Print.

3. Number of professional periodicals subscribed to:

The college currently subscribes to 6 professional periodicals which are available in the library.

4. Other library facilities in close geographical proximity for student access:

The Allen County Library is located downtown with various branches throughout the city and county. The Dupont branch is 3 miles from the campus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

FORT WAYNE:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	9	Full-time:	5	Part-time:	4
------------------------------------	---	------------	---	------------	---

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check Full- time	one: Part- time
Kathy Bleeke	AS/BS	13	21/2	3	tille	X
Allan Bowman	MS	7	1 mos	1	Х	
Dave Brown	BS/MS	10	3 mos	5		Χ
Lynda Hatfield	ВА	13	7	4	Χ	
Thomas Hathaway	BS/MPA	27	1 mos	8	Х	
Michael Lewis	BS/CPA	25	3	0	Х	
Sherri Renz	BS/MBA	3	1 1/2	2	Χ	
Dan Sattison	BS	3	2	7		Х
Greg Smith	BA/CPA	16	3	0		Х

INDIANAPOLIS:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

 Location: Southeast corner of second floor in the Indianapolis-Downtown campus.

Hours: Monday through Thursday 9:00am - 9:00pm; Friday 9:00am - 5:00pm; Saturday 9:00am - 1:00pm

<u>Librarians: One full-time and one half-time</u>

Other Staff: Two college work study students at 40 total hours per week

2. Number of volumes of professional material:

There are currently 908 items in the library collection.

3. Number of professional periodicals subscribed to:

There are 32 print subscriptions and thousands of periodical titles with full text accessed through Ebsco Host Electronic Databases.

4. Other library facilities in close geographical proximity for student access:

Indianapolis Marion County Public Library Central Library is within five blocks from the Indianapolis-Downtown campus. They have 22 branches throughout Marion county for easy access, as well as an online catalog and databases available to card holders.

Indiana University Purdue University at Indianapolis is within two miles of the Indianapolis-Downtown campus. As a state-supported institution, their library collections are available to all Indiana residents.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

INDIANAPOLIS:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	11	Full-time:	8	Part-time:	3
------------------------------------	----	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Allen, John	B.S.	16	10			Х
Bray, Ernest	M.B.A.	13	0.5	1.5	Χ	
Brown, Paulette	M.S.	7	2.5	2		Х
Farmer, Belinda	B.S.	12	2			Х
Heavin, Diane	M.A.	21	21	6.5	Χ	
Henn, Sharyn	M.A.T.	20	0.5	25	Χ	
Plunkett, Anthony	M.S.	13	0.5	2	Χ	
Robinson, Alberta	M.S.	8	0.5		Χ	
Sears, Aaron	B.S.	8	1		Χ	
Temple, Diana	M.B.A.	17	7.5	2.0	Χ	
Whalen, Alan	M.B.A.	11	.5	4	Χ	

LAFAYETTE:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 2. Number of volumes of professional material:

Business Related = 259

Business Reference = 8

Inspire.Net - Indiana's Online Research Library

3. Number of professional periodicals subscribed to:

Business Related = 8

General = 3

4. Other library facilities in close geographical proximity for student access:

Tippecanoe County Public Library

West Lafayette Public Library

John W. Hicks Undergraduate Library – Purdue University

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

LAFAYETTE:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.
** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 10	Full-time:	5	Part-time:	5
---------------------------------------	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working Experience	# Years Teaching at Your	# Years Teaching at	Check Full-	
(Alphabetical Order)	Diploma Earned	in Specialty	School	Other	time	Part- time
Borisenko, Sandra	MA, BA	10	1/2	3 ¾	Χ	
Dilley, Catherine	JD, MBA	10	1/2			Χ
Hula, Timothy	BS	6	2 ½			Х
Layman, Alan	BS	3 ½	1			Х
Mohler, Richard	BS, AAS	10	8	1	Х	
Nichols, Elizabeth	BS, AA	8	3 ½		Х	
Roberts, Cynthia	BBA, AA	7	2 ½		Х	
Spencer, Leanne	BA, AA	3	7	2		Х
Welcher, Steven	BS	9	8 1/4		Х	
Wolpert, Tracey	BA	7	1/4			Х

MARION:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:
Location: Marion Campus Resource Center-Adjacent to the Student Lounge

Location. Manon Campus Resource Center Adjacent to the Otagent Lounge

Hours: 7:30 am to 10:00 pm-Monday through Thursday, 7:30 am – 3:30 pm Friday

Part Time Librarian: Marilyn Kelly

2. Number of volumes of professional material:

253

3. Number of professional periodicals subscribed to:

17

4. Other library facilities in close geographical proximity for student access:

Grant County Public Library-less than 5 miles

Marion City Library-less than 5 miles

Indiana Wesleyan University Library

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

MARION:

IV. FACUL	<u>TY</u> : Attacl	n completed Ins	structor's	Qualifica	ation Record 1	or each	instructor.
** Include	all required	documentation	pertaining	to the q	ualifications	of each	instructor.

Total # of Faculty in the Program:	8	Full-time:	3	Part-time:	5
------------------------------------	---	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Ertel, Billie	BS/MS	39	20		Χ	
Kenworthy, Chuck	BSA	22	9	10		Х
Kolb, Holly	BS	10	1		Х	
Lindberg, Jeff	MBA	25	4	6	Χ	
Scher, Kelly	BBA, MBA	10	1	0		X
Taylor, Betty	BBA, MA	16	10			Х
Vermillion, Ron	BS	13	3.5			Х
Vires, Renee	AAS, BS	1.5	1			Х

MUNCIE:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff: Location -- On campus and online at www.inspire.net and www.lirn.net

Hours of student access -- 8am - 10pm (Monday - Thursday) & 8am - 7pm (Friday)

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions:
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

<u>Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Muncie campus. Responsibilities for this individual include:</u>

- a) providing assistance to students and faculty of the Muncie campus with library usage;
- b) providing assistance to faculty of the Muncie campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
 - e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.
- 2. Number of volumes of professional material:

<u>372</u>

Indiana Business College also provides online library resources through Library
Information Resources Network, Inc. These services currently provide resources from
ABI/INFORM GLOBAL and ProQuest Reference Library.

3. Number of professional periodicals subscribed to:

MUNCIE:

4. Other library facilities in close geographical proximity for student access: Muncie Public Library -- Kennedy Branch

Bracken Library -- Ball State University campus

Muncie Public Library -- Main Branch

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

MUNCIE:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 13	3 Full-time:	6	Part-time:	7
---------------------------------------	--------------	---	------------	---

List Faculty Names	Degree or Diploma	# Years of Working Experience	# Years Teaching at Your	# Years Teaching at	Check	
(Alphabetical Order)	Earned	in Specialty	School	Other	Full- time	Part- time
Dawn Chapman	BS	8	2 Quarter	1 Year		Yes
Cindy Gerber	MA/MOUS Cert	17	17 Years	2 Years	Yes	
Virginia Hall-Moore	BS & MBA	10	2 Years	0		Yes
John Heppner	BS & MBA	4	2 Quarter	0		Yes
Amanda McClellan	BS	6	4 Years	1 Year		Yes
Tim Parsons	BS	10	1 Year	1 Year	Yes	
Jennifer Pugh	BS	5	3 Years	0	Yes	
Krista Quesenberry	ВА	4	2 Quarter	0		Yes
Diana Roach	ВА	12	4 Years	0	Yes	
Holly Summers	BS & MBA	3	2 Quarter	0		Yes
Tonja Van Fossan	MAE	8	1 Year	6 Years	Yes	
Cheryl Williamson	MA	25	1.5 Years	24 Years		Yes
J.E. Wright	MBA/CPA	16	16 Years	4 Years	Yes	

NORTHWEST:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is located at the front of the building and is open Monday - Thursday 7:30 AM -10:00 PM on Friday from 7:30 AM - 5:00 PM. The library is open any time the building is open. The Student Services Coordinator serves as the person accountable for managing the library.

2. Number of volumes of professional material:

There are currently 295 volumes in the library.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 14 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

The Zionsville Public Library

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

NORTHWEST:

IV. FACULTY: Attach completed Ins	structor's Qualification Record for each instruct	or.
** Include all required documentation	pertaining to the qualifications of each instruct	or.

Total # of Faculty in the Program:	7	Full-time:	6	Part-time:	1
------------------------------------	---	------------	---	------------	---

List Faculty Names			# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Ballard, Greg	Bachelor	28	1	0	1	
Bobbish, Phyllis	Masters	4	1	0		1
Coulter, Claudia	Masters	12	7	5	1	
Hubbard, Destry	Bachelor	1	2	0	1	
Leonard, Elaine	Associates	11	3	11	1	
Siemen, Diane	Bachelors	7	4	7	1	
Tegarden. Diana	Masters	18	5	13	1	

TERRE HAUTE:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff: Location -- The campus library is conveniently located near the front office on the north side of the building.

Hours of student access -- The campus library is open Monday thru Thursday from 7:30 a.m. - 10:00 p.m. and Friday from 8:00 a.m. - 5:00 p.m.

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- <u>a) overseeing and assessing all existing physical and virtual library resources for all Indiana</u> Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

<u>Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources</u> at the Terre Haute campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Terre Haute campus with library usage:
- b) providing assistance to faculty of the Terre Haute campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
 - e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

The Terre Haute campus currently has 200 volumes of business related materials and other reference related items.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors and the Library Director to discuss the need for

additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Business Management program in addition to all other programs currently approved.

Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 10 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

The Vigo County Public Library has 4 branches in close geographical proximity:

Main Branch, One Library Square, Terre Haute, IN

East Branch, Meadows Shopping Center, Terre Haute, IN

South Branch, Southland Shopping Center, Terre Haute, IN

North Branch, Plaza North Shopping Center, Terre Haute, IN

West Branch, 626 West National Avenue, West Terre Haute, IN

The Brazil Public Library, 204 North Walnut Street, Brazil, IN

Marshall Public Library, 612 Archer Avenue, Marshall, IL

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

TERRE HAUTE:

IV. FACULTY: Attach completed Ins	structor's Qualification Record for each instruct	or.
** Include all required documentation	pertaining to the qualifications of each instruct	or.

Total # of Faculty in the Program:	5	Full-time:	3	Part-time:	2
------------------------------------	---	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Bottomley, Sara G.	M.B.A.	18	5	0	Χ	
Coleman, Rebecca A.	M.S.	20	16	4	Χ	
Myers, Margaret E.	M.B.A.	7	< 1	2		Х
McGuire, Karen S.	M.B.A.	39	14	10	Χ	
Watson, Theresa S.	M.Ed.	9	5	4		Х

INDIANA COMMISSION ON PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Indiana Business College - Anderson, Columbus, Elkhart,

Evansville, Fort Wayne, Indianapolis, Lafayette, Marion, Muncie, Name of Institution **Northwest, Terre Haute** Name of Program **Business Administration - Marketing Concentration** Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS Name of Person Preparing this Form Kimberli J. Zornes Telephone Number 317-656-4732 **Application Type** Date the Form was Prepared January 15, 2007 ⊠ New Renewal I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and

explain how it is structured in order to accomplish the objectives.

This program provides students with an extensive business background, focusing on principles of marketing. Specialized courses provide the foundation for students to begin careers in retail management, sales, advertising, and many other related industries.

II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM:		Business Administration	1			
TOTAL COURSE	E HOURS:	110-113	Check one:	Quarter H Semester Clock Ho	Hours	
LENGTH OF PR	OGRAM:	18 Months	TUITION:	\$18,660		
SPECIALTY CO	URSES:					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	!
ACC101	Accounting	g I			5	
ACC102	Accounting	g II			5	
ACC202	Cost Acco	unting			5	
BUS100	Principles	of Business			5	
BUS230	Business (Office Procedures			5	
BUS260	Career De	velopment			2	
COM206	Communic	cation II			5	
CPU200	Computers	s and Office Automation			4	
CPU212	Word Prod	cessing			4	
CPU220 OR	Spreadshe	eets OR			4 OR	
CPU230	Databa	se			5	
CSS100	Strategies	for Success			5	
FIN200	Introduction	n to Finance			5	
INT299	Internship	or Business Elective			3-5	
KEY101	Keyboardi	ng l			3	
LEG101	Business I	_aw			5	
MAT105	Business I	 Math			5	
MGT200	Managem	ent			5	
MKG200	Fundamer	ntals of e-Business			5	

SPECIALTY COURSES:

Course <u>Number</u>	Course <u>Title</u>				ourse ours
MKG202	Marketing			5	
MKG203	Sales			5	
MKG210	Advertising			5	
GENERAL EDU	ICATION / LIBERAL ARTS COUP	RSES:			
Course <u>Number</u>	Course <u>Title</u>				ourse ours
BUS205	Economics			5	
COM105	Communication I			5	
SPC101	Presentation Skills			5	
			110-		
Number of Cred	it/Clock Hrs. in Specialty:	95-98	/ <u>113</u> 110-	_ Percentage:	86%
Number of Cred	it/Clock Hrs. in General Courses:	15	/ 113	_ Percentage:	14%
If applicable: Number of Cred	it/Clock Hrs. in Liberal Arts:		/	_ Percentage:	

ANDERSON:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The Anderson Campus library, located in the main hallway of the campus, is open when the school is open. Those hours are Monday through Thursday 8:00 a.m. until 10:00 p.m., and on Friday from 8:00 a.m. until 4:00 p.m, except for holidays.

Students also have access to Indiana's Online Research Library INSPIRE.NET from any computer on campus.

2. Number of volumes of professional material:

377

3. Number of professional periodicals subscribed to:

<u>16</u>

4. Other library facilities in close geographical proximity for student access:

Anderson Public Library, 111 East 12th Street, Anderson, IN 46016, which is nine minutes 3.25 miles from campus.

Anderson University Nicholson Library, 1100 East 5th Street, Anderson, IN 46012, which is 12 minutes or 5.37 miles from our campus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

ANDERSON:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 10	Full-time:	3	Part-time:	7
---------------------------------------	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Arms, James Larry	BS, MA, ED S	35	1	7		Χ
Cox, Dara	BS	3	1.5	0	Χ	
Crites, Chris	BS, MBA	12	3	2		Х
Fry, Marcy	AAS	4	2	0		Х
Gibson, Chad	BS, MBA	12	3	0		Х
Godfrey, Joan	BS	14	10	6	Χ	
Nalywaiko, Jill	ВА	2	1.5	0	Χ	
Nichols, Kimberly	BS	3	1.5	3		Х
Shank, Cheryl	BS	22	1	1		Х
White, Tammy	BS, MBA	16	1.5	0		Х

COLUMBUS:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

2. Number of volumes of professional material:

The Student Resource Center, or library is located in the building at 2222 Poshard Drive, Columbus, IN. The library currently holds 667physical volumes of professional material including reference books. All students who use the library also have free access to our online library subscription which includes 100's of additional volumes of professional material. Students who use the online library have access to 10 computers located in the library itself and a laser printer.

3. Number of professional periodicals subscribed to:

Our library holds subscriptions for 29 professional periodicals on site. Again, students have access to 100's of additional periodicals via our online library subscription.

4. Other library facilities in close geographical proximity for student access:

Students are within 2 miles from the Columbus Learning Center and College library. All college students attending in Bartholomew County have access to use the library.

Columbus Public library is also available for students to use located downtown on 4th street in Columbus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

COLUMBUS:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.
** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	10	Full-time:	4	Part-time:	6
------------------------------------	----	------------	---	------------	---

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check Full- time	one: Part- time
Crader Dianne	BS, MEd	7	1	7		Х
Cummings Laura	ВА	22	2.5	0		Х
Dampier Terena	BS	23	1	0		Х
Darlage Vincent	BS	6	5	0	Х	
Hauersperger Len	MBA	16	1	0		Χ
Hodapp David	BS	14	1	0		Х
Moss Charlotte	BS	18	2	0	Χ	
Mount Lorie	ВА	3	1	5		Х
Sanders Debbie	BS	5	7	5	Х	
Snoddy Jennifer	BS	4	1	4	Х	

EVANSVILLE:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

4601 Theater Drive

Evansville IN 47715

8 am - 10 pm Monday - Thursday; 8 am - 4 pm Friday

One full-time librarian; one part-time work study

2. Number of volumes of professional material:

259 books/video material

over 250 periodicals

3. Number of professional periodicals subscribed to:

7 Professional periodicals

4. Other library facilities in close geographical proximity for student access:

Evansville Vanderburgh Public Library

Oaklyn Branch

3001 Oaklyn Drive

Evansville, IN 47711

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

EVANSVILLE:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	13	Full-time:	7	Part-time:	6
------------------------------------	----	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Brinkman, Lorena	BS	31	9			Х
Carpenter, John	MIS	9	8		Х	
Crowe, Lindsey	MBA	6	.5			Х
Elkin, Leslie	BS	14	2.5		Χ	
Ettensohn, Tracie	BS	16	10		Χ	
Harper-Sperry, Angela	BS	22	6			Х
Kanoy, Brenda	BS	20	1 month			Х
King, Mark	MBA	14	6	13	Χ	
Kolich, Kevin	ВА	16	13	3	Χ	
Riley, Patrick	MBA	28	10	2.5	Χ	
Sizemore, Tina	MLS	12	1 month			Х
Smith, Gerald	MBA	25	2			Х
Walton, Amanda	MS	8	2		Χ	
					_	

FORT WAYNE:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff: The library is located on campus. The library is open from 8:00 am - 10:00 pm Monday -Thursday and 8:00 am - 4:00 pm Friday. Additional hours will be scheduled as necessary based on student needs. The library is staffed with a full-time librarian, Sara Siebenaler. Sara holds a BS degree.

2. Number of volumes of professional material:

There are 56 volumes currently housed in the resource room.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from Infotrac Search bank: Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and the Student Resource Center-Gold; ProQuest Direct: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Psychology Journals, and ProQuest General Reference (Research Library Core plus 15 subject modules); The Electric Library (selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and Bowker's Books in Print.

3. Number of professional periodicals subscribed to:

The college currently subscribes to 6 professional periodicals which are available in the library.

4. Other library facilities in close geographical proximity for student access:

The Allen County Library is located downtown with various branches throughout the city and county. The Dupont branch is 3 miles from the campus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

FORT WAYNE:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	7	Full-time:	4	Part-time:	3
------------------------------------	---	------------	---	------------	---

List Faculty Names	Degree or Diploma	# Years of Working Experience	# Years Teaching at Your	# Years Teaching at		Check one:	
(Alphabetical Order)	Earned	in Specialty	School	Other	time	time	
Dave Brown	BS MS	10	3 mos	5		Х	
Lynda Hatfield	ВА	13	7	4	Х		
Thomas Hathaway	BS MPA	27	1 mos	8	Х		
Michael Lewis	BS CPA	25	3	0	Χ		
Sherri Renz	BS MBA	3	11/2	2	Χ		
Dan Sattison	BS	3	2	7		Χ	
Josh Strodtbeck	BS MA	1	6 mos	3		Х	

INDIANAPOLIS:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff: Location: Southeast corner of second floor in the Indianapolis-Downtown campus.

Hours: Monday through Thursday 9:00am - 9:00pm; Friday 9:00am - 5:00pm; Saturday 9:00am - 1:00pm

<u>Librarians</u>: One full-time and one half-time

Other Staff: Two college work study students at 40 total hours per week

2. Number of volumes of professional material:

There are currently 908 items in the library collection.

3. Number of professional periodicals subscribed to:

There are 32 print subscriptions and thousands of periodical titles with full text accessed through Ebsco Host Electronic Databases.

4. Other library facilities in close geographical proximity for student access:

Indianapolis Marion County Public Library Central Library is within five blocks from the Indianapolis-Downtown campus. They have 22 branches throughout Marion county for easy access, as well as an online catalog and databases available to card holders.

Indiana University Purdue University at Indianapolis is within two miles of the Indianapolis-Downtown campus. As a state-supported institution, their library collections are available to all Indiana residents.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

INDIANAPOLIS:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	14	Full-time:	10	Part-time:	4
------------------------------------	----	------------	----	------------	---

List Faculty Names	Degree or Diploma	# Years of Working Experience	# Years Teaching at Your	# Years Teaching at	Check Full-	
(Alphabetical Order)	Earned	in Specialty	School	Other	time	Part- time
Allen, John	B.S.	16	10			Х
Brown, Paulette	M.S.	7	3.5	2		Χ
Chilton, Edith	B.S.	1	4.5			Х
Dawson, Grant	A.A.S.	4.0	1.25		Х	
Farmer, Belinda	B.S.	12	2			Χ
Heavin, Diane	M.A.	21	21	6.5	Χ	
Henn, Sharyn	M.A.T.	20	.5	25	Χ	
Plunkett, Anthony	M.S.	13	.5	2	Χ	
Robinson, Alberta	M.S.	8	0.5		Χ	
Schimmel, Julie	M.S.	20	8.0	2.0	Χ	
Sears, Aaron	B.S.	8	1		Χ	
Temple, Diana	M.B.A.	17	7.5	2.0	Χ	
Wesselman, Edward	B.A.	26	0.5	4	Χ	
Whalen, Alan	M.B.A.	11	.5	4	Χ	

LAFAYETTE:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 2. Number of volumes of professional material:

Business Related = 259

Business Reference = 8

Inspire.Net - Indiana's Online Research Library

3. Number of professional periodicals subscribed to:

Business Related = 8

General = 3

4. Other library facilities in close geographical proximity for student access:

Tippecanoe County Public Library

West Lafayette Public Library

John W. Hicks Undergraduate Library – Purdue University

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

LAFAYETTE:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.
** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	10	Full-time:	5	Part-time:	5
------------------------------------	----	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working Experience	# Years Teaching at Your	# Years Teaching at	Check Full-	
(Alphabetical Order)	Diploma Earned	in Specialty	School	Other	time	Part- time
Borisenko, Sandra	MA, BA	10	1/2	3 ¾	Χ	
Dilley, Catherine	JD, MBA	10	1/2			Χ
Hula, Timothy	BS	6	2 ½			Х
Layman, Alan	BS	3 ½	1			Х
Mohler, Richard	BS, AAS	10	8	1	Х	
Nichols, Elizabeth	BS, AA	8	3 ½		Х	
Roberts, Cynthia	BBA, AA	7	2 ½		Х	
Spencer, Leanne	BA, AA	3	7	2		Х
Welcher, Steven	BS	9	8 1/4		Х	
Wolpert, Tracey	BA	7	1/4			Х

MARION:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:
Location: Marion Campus Resource Center-Adjacent to the Student Lounge

Location. Manon Campus Resource Center Adjacent to the Otagent Lounge

Hours: 7:30 am to 10:00 pm-Monday through Thursday, 7:30 am – 3:30 pm Friday

Part Time Librarian: Marilyn Kelly

2. Number of volumes of professional material:

253

3. Number of professional periodicals subscribed to:

17

4. Other library facilities in close geographical proximity for student access:

Grant County Public Library-less than 5 miles

Marion City Library-less than 5 miles

Indiana Wesleyan University Library

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

MARION:

IV. FACUL	<u>TY</u> : Attacl	n completed Ins	structor's	Qualifica	ation Record	for each	instructor.
** Include	all required	documentation	pertaining	to the q	ualifications	of each	instructor.

Total # of Faculty in the Program:	8	Full-time:	3	Part-time:	5
------------------------------------	---	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your at School Other		Full- time	Part- time
Ertel, Billie	BS/MS	39	20		Χ	
Kenworthy, Chuck	BSA	22	9	10		Χ
Kolb, Holly	BS	10	1		Х	
Lindberg, Jeff	MBA	25	4	6	Χ	
Scher, Kelly	BBA, MBA	10	1	0		Х
Taylor, Betty	BBA, MA	16	10			Χ
Vermillion, Ron	BS	13	3.5			Х
Vires, Renee	AAS, BS	1.5	1			Х

MUNCIE:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff: Location -- On campus and online at www.inspire.net and www.lirn.net

Hours of student access -- 8am - 10pm (Monday - Thursday) & 8am - 7pm (Friday)

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions:
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

<u>Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Muncie campus. Responsibilities for this individual include:</u>

- a) providing assistance to students and faculty of the Muncie campus with library usage;
- b) providing assistance to faculty of the Muncie campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
 - e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.
- 2. Number of volumes of professional material:

372

Indiana Business College also provides online library resources through Library
Information Resources Network, Inc. These services currently provide resources from
ABI/INFORM GLOBAL and ProQuest Reference Library.

3. Number of professional periodicals subscribed to:

8

4. Other library facilities in close geographical proximity for student access: Muncie Public Library -- Kennedy Branch

Bracken Library -- Ball State University campus

Muncie Public Library -- Main Branch

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

MUNCIE:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.
** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	13	Full-time:	6	Part-time:	7
------------------------------------	----	------------	---	------------	---

List Faculty Names	Degree or Diploma	# Years of Working Experience	# Years Teaching at Your	# Years Teaching at	Check	
(Alphabetical Order)	Earned	in Specialty	School	Other	Full- time	Part- time
Dawn Chapman	BS	8	2 Quarter	1 Year		Yes
Cindy Gerber	MA/MOUS Cert	17	17 Years	2 Years	Yes	
Virginia Hall-Moore	BS & MBA	10	2 Years	0		Yes
John Heppner	BS & MBA	4	2 Quarter 0			Yes
Amanda McClellan	BS	6	4 Years	1 Year		Yes
Tim Parsons	BS	10	1 Year	1 Year	Yes	
Jennifer Pugh	BS	5	3 Years	0	Yes	
Krista Quesenberry	ВА	4	2 Quarter	0		Yes
Diana Roach	ВА	12	4 Years	0	Yes	
Holly Summers	BS & MBA	3	2 Quarter	0		Yes
Tonja Van Fossan	MAE	8	1 Year	6 Years	Yes	
Cheryl Williamson	MA	25	1.5 Years	24 Years		Yes
J.E. Wright	MBA/CPA	16	16 Years	4 Years	Yes	

NORTHWEST:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is located at the front of the building and is open Monday - Thursday 7:30 AM -10:00 PM on Friday from 7:30 AM - 5:00 PM. The library is open any time the building is open. The Student Services Coordinator serves as the person accountable for managing the library.

2. Number of volumes of professional material:

There are currently 295 volumes in the library.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 14 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

The Zionsville Public Library

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

NORTHWEST:

IV. FACUL	<u>TY</u> : Attacl	n completed Ins	structor's	Qualifica	ation Record	for each	instructor.
** Include	all required	documentation	pertaining	to the q	ualifications	of each	instructor.

Total # of Faculty in the Program:	7	Full-time:	6	Part-time:	1
------------------------------------	---	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Ballard, Greg	Bachelor	28	1	0	1	
Bobbish, Phyllis	Masters	4	1	0		1
Coulter, Claudia	Masters	12	7	5	1	
Hubbard, Destry	Bachelor	1	2	0	1	
Leonard, Elaine	Associates	11	3	11	1	
Siemen, Diane	Bachelors	7	4	7	1	
Tegarden. Diana	Masters	18	5	13	1	

TERRE HAUTE:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff: Location -- The campus library is conveniently located near the front office on the north side of the building.

Hours of student access -- The campus library is open Monday thru Thursday from 7:30 a.m. - 10:00 p.m. and Friday from 8:00 a.m. - 5:00 p.m.

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- <u>a) overseeing and assessing all existing physical and virtual library resources for all Indiana</u> Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

<u>Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources</u> at the Terre Haute campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Terre Haute campus with library usage:
- b) providing assistance to faculty of the Terre Haute campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
 - e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

The Terre Haute campus currently has 200 volumes of business related materials and other reference related items.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors and the Library Director to discuss the need for

additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Business Management program in addition to all other programs currently approved.

Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 10 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

The Vigo County Public Library has 4 branches in close geographical proximity:

Main Branch, One Library Square, Terre Haute, IN

East Branch, Meadows Shopping Center, Terre Haute, IN

South Branch, Southland Shopping Center, Terre Haute, IN

North Branch, Plaza North Shopping Center, Terre Haute, IN

West Branch, 626 West National Avenue, West Terre Haute, IN

The Brazil Public Library, 204 North Walnut Street, Brazil, IN

Marshall Public Library, 612 Archer Avenue, Marshall, IL

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

TERRE HAUTE:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.
** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	5	Full-time:	3	Part-time:	2
------------------------------------	---	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Bottomley, Sara G.	M.B.A.	18	5	0	Х	
Coleman, Rebecca A.	M.S.	20	16	4	Χ	
Myers, Margaret E.	M.B.A.	7	< 1	2		Х
McGuire, Karen S.	M.B.A.	39	14	10	Χ	
Watson, Theresa S.	M.Ed.	9	5	4		Х

INDIANA COMMISSION ON PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Indiana Business College - Anderson, Columbus, Elkhart,

Evansville, Fort Wayne, Indianapolis, Lafayette, Marion, Muncie, Name of Institution **Northwest, Terre Haute** Name of Program **Business Administration - Management Concentration** Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS Name of Person Preparing this Form Kimberli J. Zornes Telephone Number 317-656-4732 **Application Type** Date the Form was Prepared **January 15, 2007 ⊠** New Renewal

I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program provides students with an extensive business background, focusing on principles of management. The program includes specialized courses in the use of electronic software designed to enhance the effectiveness of one's ability to plan, implement, monitor, and evaluate the status of a project. Graduates of the program are prepared to begin careers as manager trainees or project assistants in any number of industries.

II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROC	GRAM:	Business Administrat	ion - Managem	ent Concen	tration	
TOTAL COURSI	E HOURS:	110-113	Check one:	Quarter H	ours	\boxtimes
				Semester l	Hours	
				Clock Hou	rs	
LENGTH OF PR	OGRAM:	18 Months	TUITION:	\$18,660		
SPECIALTY CO	URSES:					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
ACC101	Accountin	g l			5	
ACC102	Accountin	g II			5	
ACC202	Cost Acco	unting			5	
BUS100	Principles	of Business			5	
BUS230	Business	Office Procedures			5	
BUS260	Career De	evelopment			2	
COM206	Communic	cation II			5	
CPU200	Computer	s and Office Automation			4	
CPU212	Word Prod	cessing			4	
CPU220 OR	Spreadsh	eets OR			4 OR	
CPU230	Data	base			5	
CSS100	Strategies	for Success			5	
FIN200	Introduction	on to Finance			5	
INT299	Internship	or Business Elective			3-5	
KEY101	Keyboardi	ng l			3	
LEG101	Business	Law			5	
MAT105	Business	Math			5	
MGT200	Managem	ent			5	
MGT220	Leadershi	p			5	

SPECIALTY COURSES: Course Course Course Number Title Hours MGT260 Project Management I 5 5 MGT265 Project Management II 5 MKG200 Fundamentals of e-business **GENERAL EDUCATION / LIBERAL ARTS COURSES:** Course Course Course Number Title Hours BUS205 **Economics** 5 Communication I COM105 5 Presentation Skills SPC101 5 Number of Credit/Clock Hrs. in Specialty: 95-98 / 86%

Number of Credit/Clock Hrs. in General Courses:

Number of Credit/Clock Hrs. in Liberal Arts:

If applicable:

Percentage:

Percentage:

Percentage:

14%

Anderson:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The Anderson Campus library, located in the main hallway of the campus, is open when the school is open. Those hours are Monday through Thursday 8:00 a.m. until 10:00 p.m., and on Friday from 8:00 a.m. until 4:00 p.m, except for holidays.

2. Number of volumes of professional material:

377

3. Number of professional periodicals subscribed to:

16

4. Other library facilities in close geographical proximity for student access:

Anderson Public Library, 111 East 12th Street, Anderson, IN 46016, which is nine minutes 3.25 miles from campus.

Anderson University Nicholson Library, 1100 East 5th Street, Anderson, IN 46012, which is 12 minutes or 5.37 miles from our campus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Anderson:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 10 Full-time: 3 Part-time: 7	10 Full-time: 3 Part-time:	Full-time: 3 P		10	of Faculty in the Program:	Total # of Fac
--	----------------------------	----------------	--	----	----------------------------	----------------

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone.
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Arms, Larry	BS, MA,	35	1	7		Х
Cox, Dara	BS	3	1.5	0	Χ	
Crites, Chris	BS, MBA	12	3	2		Х
Fry, Marcy	AAS	6	2	0		Х
Gibson, Chad	BS, MBA	12	3	0		Х
Godfrey, Joan	BS	14	10	6	Χ	
Nalywaiko, Jill	ВА	2	1.5	0	Χ	
Nichols, Kimberly	BS	3	1.5	3		Х
Shank, Cheryl	BS	22	1	1		Х
White, Tammy	BS, MBA	16	1.5	0		Х

COLUMBUS:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

2. Number of volumes of professional material:

The Student Resource Center, or library is located in the building at 2222 Poshard Drive, Columbus, IN. The library currently holds 667physical volumes of professional material including reference books. All students who use the library also have free access to our online library subscription which includes 100's of additional volumes of professional material. Students who use the online library have access to 10 computers located in the library itself and a laser printer.

3. Number of professional periodicals subscribed to:

Our library holds subscriptions for 29 professional periodicals on site. Again, students have access to 100's of additional periodicals via our online library subscription.

4. Other library facilities in close geographical proximity for student access:

Students are within 2 miles from the Columbus Learning Center and College library. All college students attending in Bartholomew County have access to use the library.

Columbus Public library is also available for students to use located downtown on 4th street in Columbus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

COLUMBUS:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	10	Full-time:	4	Part-time:	6
------------------------------------	----	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Crader Dianne	BS, MEd	7	1	7		Χ
Cummings Laura	ВА	22	2.5	0		Х
Dampier Terena	BS	23	1	0		Х
Darlage Vincent	BS	6	5	0	Χ	
Hauersperger Len	MBA	16	1	0		Х
Hodapp David	BS	14	1	0		Х
Moss Charlotte	BS	18	2	0	Χ	
Mount Lorie	ВА	3	1	5		Х
Sanders Debbie	BS	5	7	5	Χ	
Snoddy Jennifer	BS	4	1	4	Χ	

EVANSVILLE:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

4601 Theater Drive

Evansville, IN 47715

8 am - 10 pm Monday - Thursday; 8 am - 4 pm Friday

One full-time librarian; one part-time work study

2. Number of volumes of professional material:

259 books/video material

Over 250 periodicals

3. Number of professional periodicals subscribed to:

7 Professional periodicals

4. Other library facilities in close geographical proximity for student access:

Evansville Vanderburgh Public Library

Oaklyn Branch

3001 Oaklyn Drive

Evansville, IN 47711

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

EVANSVILLE:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	13	Full-time:	7	Part-time:	6
------------------------------------	----	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Brinkman, Lorena	BS	31	9			Х
Carpenter, John	MIS	9	8		Χ	
Crowe, Lindsey	MBA	6	.5			Х
Elkin, Leslie	BS	14	2.5		Χ	
Ettensohn, Tracie	BS	16	10		Χ	
Harper-Sperry, Angela	BS	22	6			Х
Kanoy, Brenda	BS	20	1 month			Х
King, Mark	MBA	14	6	13	Χ	
Kolich, Kevin	ВА	16	13	3	Χ	
Riley, Patrick	МВА	28	10	2.5	Χ	
Sizemore, Tina	MLS	12	1 month			Х
Smith, Gerald	MBA	25	2			Х
Walton, Amanda	MS	8	2		Х	

FORT WAYNE:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

2. Number of volumes of professional material:

There are 56 volumes currently housed in the resource room.

Information Resources Network, Inc. These services currently provide resources from Infotrac Search bank: Business and Company Resource Center with PROMT and Newsletters, Computer Database, seven selected Custom Newspapers, Expanded Academic ASAP, General Business File ASAP, Health and Wellness Resources Center, Health Reference Center Academic, Literature Resource Center, Newsletters ASAP, Opposing Viewpoints Resources Center, and the Student Resource Center-Gold; ProQuest Direct: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade & Industry, Psychology Journals, and ProQuest General Reference (Research Library Core plus 15 subject modules); The Electric Library (selected periodicals, reference books, maps, pictures, newspapers from around the world, and transcripts of news and public affairs broadcast); and Bowker's Books in Print.

3. Number of professional periodicals subscribed to:

The college currently subscribes to 6 professional periodicals which are available in the library.

4. Other library facilities in close geographical proximity for student access:

The Allen County Library is located downtown with various branches throughout the city and county. The Dupont branch is 3 miles from the campus.
If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.
Doc.: degreappform.doc

FORT WAYNE:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	10	Full-time:	5	Part-time:	5
------------------------------------	----	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Kathy Bleeke	AS BS	13	21/2	3		Х
Allan Bowman	MS	7	1 mos	1	Χ	
Dave Brown	BS MS	10	3 mos	5		Х
Lynda Hatfield	ВА	13	7	4	Χ	
Thomas Hathaway	BS MPA	27	1 mos	8	Χ	
Michael Lewis	BS CPA	25	3	0	Χ	
Christine Rathburn	JD	5	1	4		Χ
Sherri Renz	BS MRA	3	11/2	2	Χ	
Dan Sattison	BS	3	2	7		Χ
Josh Strodtbeck	BS MA	1	6 mos	3		Х

INDIANAPOLIS:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location: Southeast corner of second floor in the Indianapolis-Downtown campus.

Hours: Monday through Thursday 9:00am - 9:00pm; Friday 9:00am - 5:00pm;

Saturday 9:00am - 1:00pm

<u>Librarians: One full-time and one half-time</u>

Other Staff: Two college work study students at 40 total hours per week

2. Number of volumes of professional material:

There are currently 908 items in the library collection.

3. Number of professional periodicals subscribed to:

There are 32 print subscriptions and thousands of periodical titles with full text accessed through Ebsco Host Electronic Databases.

4. Other library facilities in close geographical proximity for student access:

Indianapolis Marion County Public Library Central Library is within five blocks from the Indianapolis-Downtown campus. They have 22 branches throughout Marion county for easy access, as well as an online catalog and databases available to card holders.

Indiana University Purdue University at Indianapolis is within two miles of the Indianapolis-Downtown campus. As a state-supported institution, their library collections are available to all Indiana residents.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

INDIANAPOLIS:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	14	Full-time:	10	Part-time:	4
------------------------------------	----	------------	----	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Allen, John	B.S.	16	10			Х
Bray, Ernest	M.B.A.	13	0.5	1.5	Χ	
Brown, Paulette	M.S.	7	2.5	2		Χ
Farmer, Belinda	B.S.	12	2			Х
Heavin, Diane	M.A.	21	21	6.5	Χ	
Henn, Sharyn	M.A.T.	20	0.5	25	Χ	
Plunkett, Anthony	M.S.	13	0.5	2	Χ	
Ray, James	M.B.A.	5	4.5	11		Х
Robinson, Alberta	M.S.	8	0.5		Χ	
Schimmel, Julie	M.S.	20	8.0	2.0	Χ	
Sears, Aaron	B.S.	8	1		Χ	
Temple, Diana	M.B.A.	17	7.5	2.0	Χ	
Wesselman, Edward	M.B.A.	26	0.5	4	Χ	
Whalen, Alan	M.B.A.	11	0.5	4	Χ	

LAFAYETTE:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

2. Number of volumes of professional material:

Business Related = 259

Business Reference = 8

Inspire.Net – Indiana's Online Research Library

3. Number of professional periodicals subscribed to:

Business Related = 8

General = 3

4. Other library facilities in close geographical proximity for student access:

Tippecanoe County Public Library

West Lafayette Public Library

John W. Hicks Undergraduate Library – Purdue University

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

LAFAYETTE:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	10	Full-time:	5	Part-time:	5
------------------------------------	----	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Borisenko, Sandra	MA, BA	10	1/2	3 ¾	Χ	
Dilley, Catherine	JD, MBA	10	1/2			Х
Hula, Timothy	BS	6	2 ½			Х
Layman, Alan	BS	3 ½	1			Х
Mohler, Richard	BS, AAS	10	8	1	Х	
Nichols, Elizabeth	BS, AA	8	3 ½		Χ	
Roberts, Cynthia	BBA, AA	7	2 ½		Χ	
Spencer, Leanne	BA, AA	3	7	2		Х
Welcher, Steven	BS	9	8 1/4		Χ	
Wolpert, Tracey	ВА	7	1/4			Х

MARION:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location: Marion Campus Resource Center-Adjacent to the Student Lounge

Hours: 7:30 am to 10:00 pm-Monday through Thursday, 7:30 am - 3:30 pm Friday

Part Time Librarian: Marilyn Kelly

2. Number of volumes of professional material:

<u>253</u>

3. Number of professional periodicals subscribed to:

<u>17</u>

4. Other library facilities in close geographical proximity for student access:

Grant County Public Library-less than 5 miles

Marion City Library-less than 5 miles

Indiana Wesleyan University Library

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

MARION:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of racuity in the Frogram. 6 Fun-time. 5 Fait-time. 5	Total # of Faculty in the Program:	8	Full-time:	3	Part-time:	5
---	------------------------------------	---	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching at Your	# Years Teaching	Check	
(Alphabetical Order)	Diploma Earned	Experience in Specialty	School	at Other	Full- time	Part- time
Ertel, Billie	BS/MS	39	20		Χ	
Kenworthy, Chuck	BSA	22	9	10		Χ
Kolb, Holly	BS	10	1		Χ	
Lindberg, Jeff	MBA	25	4	6	Χ	
Scher, Kelly	BBA, MBA	10	1	0		Х
Taylor, Betty	BBA, MA	16	10			Χ
Vermillion, Ron	BS	13	3.5			Χ
Vires, Renee	AAS, BS	1.5	1			Χ

MUNCIE:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff: Location -- On campus and online at www.inspire.net and www.lirn.net

Hours of student access -- 8am - 10pm (Monday - Thursday) & 8am - 7pm (Friday)

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

<u>Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Muncie campus. Responsibilities for this individual include:</u>

- a) providing assistance to students and faculty of the Muncie campus with library usage:
- b) providing assistance to faculty of the Muncie campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
 - e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.
- 2. Number of volumes of professional material:

372

Indiana Business College also provides online library resources through Library
Information Resources Network, Inc. These services currently provide resources from
ABI/INFORM GLOBAL and ProQuest Reference Library.

3. Number of professional periodicals subscribed to:

8

MUNCIE:

4. Other library facilities in close geographical proximity for student access: Muncie Public Library -- Kennedy Branch

Bracken Library -- Ball State University campus

Muncie Public Library -- Main Branch

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

MUNCIE:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	13	Full-time:	6	Part-time:	7
------------------------------------	----	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Dawn Chapman	BS	8	2 Quarter	1 Year		Yes
Cindy Gerber	MA/MOUS Cert	17	17 Years	2 Years	Yes	
Virginia Hall-Moore	BS & MBA	10	2 Years	0		Yes
John Heppner	BS & MBA	4	2 Quarter	0		Yes
Amanda McClellan	BS	6	4 Years	1 Year		Yes
Tim Parsons	BS	10	1 Year	1 Year	Yes	
Jennifer Pugh	BS	5	3 Years	0	Yes	
Krista Quesenberry	ВА	4	2 Quarter	0		Yes
Diana Roach	ВА	12	4 Years	0	Yes	
Holly Summers	BS & MBA	3	2 Quarter	0		Yes
Tonja Van Fossan	MAE	8	1 Year	6 Years	Yes	
Cheryl Williamson	MA	25	1.5 Years	24 Years		Yes
J.E. Wright	MBA/CPA	16	16 Years	4 Years	Yes	

NORTHWEST:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is located at the front of the building and is open Monday - Thursday 7:30 AM -10:00 PM on Friday from 7:30 AM - 5:00 PM. The library is open any time the building is open. The Student Services Coordinator serves as the person accountable for managing the library.

2. Number of volumes of professional material:

There are currently 295 volumes in the library.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 14 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

The Zionsville Public Library

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

NORTHWEST:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	7	Full-time:	6	Part-time:	1
------------------------------------	---	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Ballard, Greg	Bachelor	28	1	0	1	
Bobbish, Phyllis	Masters	4	1	0		1
Coulter, Claudia	Masters	12	7	5	1	
Hubbard, Destry	Bachelor	1	2	0	1	
Leonard, Elaine	Associates	11	3	11	1	
Siemen, Diane	Bachelors	7	4	7	1	
Tegarden. Diana	Masters	18	5	13	1	

TERRE HAUTE:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff: Location -- The campus library is conveniently located near the front office on the north side of the building.

Hours of student access -- The campus library is open Monday thru Thursday from 7:30 a.m. - 10:00 p.m. and Friday from 8:00 a.m. - 5:00 p.m.

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

<u>Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Terre Haute campus. Responsibilities for this individual include:</u>

- a) providing assistance to students and faculty of the Terre Haute campus with library usage;
- b) providing assistance to faculty of the Terre Haute campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
 - e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

The Terre Haute campus currently has 200 volumes of business related materials and other reference related items.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors and the Library Director to discuss the need for

additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Business Management program in addition to all other programs currently approved.

Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 10 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

The Vigo County Public Library has 4 branches in close geographical proximity:

Main Branch, One Library Square, Terre Haute, IN

East Branch, Meadows Shopping Center, Terre Haute, IN

South Branch, Southland Shopping Center, Terre Haute, IN

North Branch, Plaza North Shopping Center, Terre Haute, IN

West Branch, 626 West National Avenue, West Terre Haute, IN

The Brazil Public Library, 204 North Walnut Street, Brazil, IN

Marshall Public Library, 612 Archer Avenue, Marshall, IL

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

TERRE HAUTE:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	5	Full-time:	3	Part-time:	2
------------------------------------	---	------------	---	------------	---

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check Full- time	one: Part- time
Bottomley, Sara G.	M.B.A.	18	5	0	Х	
Coleman, Rebecca A.	M.S.	20	16	4	Х	
Myers, Margaret E.	M.B.A.	7	< 1	2		Х
McGuire, Karen S.	M.B.A.	39	14	10	Х	
Watson, Theresa S.	M.Ed.	9	5	4		Χ

INDIANA COMMISSION ON PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Indiana Business College - Marion, Elkhart							
Criminal Justice							
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)							
is Form	Kimberli J. Zorne	es					
317-656-4732	317-656-4732 Applicat						
January 15, 2007	New	Renewal					
i	Criminal . A, BAS, BA, BS, MBA, MAS, M is Form 317-656-4732	Criminal Justice A, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) is Form Simberli J. Zorne Application					

I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program provides students with a broad spectrum of coursework in corrections, law enforcement, courts, and investigation. The program is designed to prepare students for a variety of careers in the criminal justice field in both the public and private sector. Upon successful completion of the program, graduates can pursue entry-level positions with local or state law enforcement agencies, the federal government, insurance companies, correctional facilities, and private security services.

II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROC	GRAM:	Criminal Justice				
TOTAL COURSE HOURS:		109 Check or		Quarter Ho	ours	\boxtimes
				Semester I	Hours	
				Clock Hour	rs	
LENGTH OF PR	OGRAM:	18 Months	TUITION:	\$18,660		
SPECIALTY CO	URSES:					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
BUS260	Career De	velopment			2	
CJ100	Introduction	on to Criminal Justice			5	
CJ110	Introduction	on to Corrections			5	
CJ121	Juvenile J	ustice			5	
CJ130	Criminology				5	
CJ150	Introduction	on to Law Enforceme	nt		5	
CJ222	Criminal Ir	nvestigations			5	
CJ225	Criminal J	ustice Ethics			5	
CJ235	Introduction	on to Criminal Courts			5	
CJ240	Criminal L	aw and Procedure			5	
CJ245	Cybercrim	e			5	
CJ250	Criminal J	ustice Forensics			5	
COM206	Communic	cation II			5	
CPU200	Computer	s and Office Automat	tion		4	
CSS100	Strategies	for Success			5	
KEY101	Keyboardi	ng l			3	
LEG101	Business	Law			5	
MAT105	Business	Math			5	
MGT215	Group Dyr	namics			5	

SPECIALTY COURSES: Course Course Course Number Title **Hours GENERAL EDUCATION / LIBERAL ARTS COURSES:** Course Course Course Number Title Hours Communication I COM105 5 **PSY106** Psychology 5 SOC101 Introduction to Sociology 5 SPC101 Presentation Skills 5 Number of Credit/Clock Hrs. in Specialty: 89 82% 109 Percentage: Number of Credit/Clock Hrs. in General Courses: 109 Percentage: 18% If applicable:

Percentage:

Number of Credit/Clock Hrs. in Liberal Arts:

MARION:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location: Marion Campus Resource Center-Adjacent to the Student Lounge

Hours: 7:30 am to 10:00 pm-Monday through Thursday, 7:30 am - 3:30 pm Friday

Part Time Librarian: Marilyn Kelly

2. Number of volumes of professional material:

253

3. Number of professional periodicals subscribed to:

<u>17</u>

4. Other library facilities in close geographical proximity for student access:

Grant County Public Library-less than 5 miles

Marion City Library-less than 5 miles

Indiana Wesleyan University Library

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

MARION:

IV. FACUL	<u>TY</u> : Attacl	h completed Ins	structor's	Qualifica	ation Record	for each	instructor.
** Include	all required	documentation	pertaining	to the q	ualifications	of each	instructor.

Total # of Faculty in the Program:	8	Full-time:	3	Part-time:	5
------------------------------------	---	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	one:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Ertel, Billie	BS/MS	39	20		Χ	
Kenworthy, Chuck	BSA	22	9	10		Х
Kolb, Holly	BS	10	1		Χ	
Lindberg, Jeff	MBA	25	4	6	Χ	
Scher, Kelly	BBA, MBA	10	1	0		Х
Taylor, Betty	BBA, MA	16	10			Х
Vermillion, Ron	BS	13	3.5			Х
Vires, Renee	AAS, BS	1.5	1			Х

ELKHART:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library will be located at the campus. Students will be able to access library resources between the hours of 8:00 a.m. and 10:00 p.m. Monday through Thursday and 8:00 a.m. through 4:00 p.m. on Friday. One staff member will be assigned the duties and responsibilities of maintaining and organizing library resources in addition to providing assistance to faculty, staff and students.

Indiana Business College also subscribes to Indiana Online Research Library INSPIRE.NET and is available to students on campus.

The current budget allocation for the first year of operation is \$7,500, with \$5,000 allocated for start up costs and \$2,500 for additional acquisitions.

2. Number of volumes of professional material:

Planned acquisitions for the library's first year of operations are a total of 100 volumes, allocated as follows:

- 45 volumes allocated to business related programs
- 45 volumes allocated to medical related programs
- 10 volumes allocated to general reference materials

3. Number of professional periodicals subscribed to:

Planned acquisitions include six (6) business periodicals and 4 medical periodicals.

4. Other library facilities in close geographical proximity for student access:

Elkhart Public Library - Main; 300 S. 2nd Street; Elkhart, IN 46516 (5.04 miles)

Elkhart Public Library - Dunlop Branch; 58485 County Rd 13; Elkhart, IN 46516 (3.54 miles)

Elkhart Public Library - Pierre Moran Branch; 2400 Benham Avenue; Elkhart, IN 46517 (5.59 miles)

Elkhart Public Library - Cleveland Branch; 53715 Count Rd 1; Elkhart, IN 46514 (12.52 miles)

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

ELKHART:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor
** Include all required documentation pertaining to the qualifications of each instructor

	Total # of Faculty in the Program:	Full-time:	Part-time:
--	------------------------------------	------------	------------

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone.
	Diploma	Experience	at Your	at	Full-	Part-
(Alphabetical Order)	Earned	in Specialty	School	Other	time	time
,						
	Faculty w	ill be hired Augu teach in the ne		er 2007 to		
		leach in the ne	w program.			

INDIANA COMMISSION ON PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution _	India	Indiana Business College - Indianapolis						
Name of Program _		CISCO Network	Associate					
Level of Degree (AAS	, AS, AA, BAS, BA, B	S, MBA, MAS, MA,	MS, Ph.D.)	AAS				
Name of Person Prepa	aring this Form	Ki	imberli J. Zorne	s				
Telephone Number	317	-656-4732	<u>Applicat</u>	ion Type				
Date the Form was Pre	epared Janu a	ary 15, 2007	⊠ New	Renewal				

I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program provides a strong foundation of business and technology skills that apply to modern offices. It combines basic business concepts, interpersonal communication, customer service skills, and standard applications training with technical skills in the area of operating systems and Cisco infrastructure. The curriculum prepares students with the skills necessary to start their career in the telecommunications field as cable installers or staff in a network operations center environment. The program utilizes the internationally recognized Cisco Networking Academy curricula. Students are encouraged to sit for the CCNA and Network+certification exams.

II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROG	SRAM:	CISCO Network Asso	ociate			
TOTAL COURSE	E HOURS:	98-100	Check one:	Quarter F	Hours	\boxtimes
				Semester	r Hours	
				Clock Ho	urs	
LENGTH OF PR	OGRAM:	18 Months	TUITION:	\$19,470		
SPECIALTY CO	URSES:					
					Course	
Course Number	Course <u>Title</u>				Course <u>Hours</u>	
BUS100	Principles	of Business			5	
BUS260	Career De	evelopment			2	
CIS160	Cisco I				5	
CIS200	Cisco II				5	
CIS205	Cisco II La	ab			3	
CIS220	Cisco III				5	
CIS225	Cisco III L	ab			3	
CIS230	Cisco IV				5	
CIS235	Cisco IV L	ab			3	
CPU212	Word Prod	cessing			4	
CPU220	Spreadsh	eets			4	
CSS100	Strategies	for Success			5	
INT299	Internship	or Business Elective			3-5	
ITS100	Introduction	on to Technical Compute	er Concepts		5	
ITS150	Computer	Systems & Emerging T	echnologies		5	
ITS230	Strategies	and Ethics for the IT Pr	rofessional		5	
ITS250	Hardware	Technologies Practicum	n		3	
KEY101	Keyboardi	ng I			3	
LEG101	Business	Law			5	

SPECIALTY COURSES:

Course <u>Number</u>	Course <u>Title</u>					Cou Hou	
MAT150	Math for IT Professionals					5	
GENERAL EDU	CATION / LIBERAL ARTS COUP	RSES:					
Course <u>Number</u>	Course <u>Title</u>					Cou <u>Hou</u>	
BUS205	Economics					5	
COM105	Communications I					5	
SPC101	Presentation Skills					5	
	-						
Number of Credit	t/Clock Hrs. in Specialty:	88-90	/	98- 100	Percentage	e: _	85%
Number of Credi	t/Clock Hrs. in General Courses:	15	/	98- 100	Percentage	e: _	15%
If applicable: Number of Credit	t/Clock Hrs. in Liberal Arts:		/_		Percentage	e: _	

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location: Southeast corner of second floor in the Indianapolis-Downtown campus.

Hours: Monday through Thursday 9:00am - 9:00pm; Friday 9:00am - 5:00pm;

Saturday 9:00am - 1:00pm

Librarians: One full-time and one half-time

Other Staff: Two college work study students at 40 total hours per week

2. Number of volumes of professional material:

There are currently 908 items in the library collection.

3. Number of professional periodicals subscribed to:

There are 32 print subscriptions and thousands of periodical titles with full text accessed through Ebsco Host Electronic Databases.

4. Other library facilities in close geographical proximity for student access: Indianapolis Marion County Public Library Central Library is within five blocks from the Indianapolis-Downtown campus. They have 22 branches throughout Marion county for easy access, as well as an online catalog and databases available to card holders.

Indiana University Purdue University at Indianapolis is within two miles of the Indianapolis-Downtown campus. As a state-supported institution, their library collections are available to all Indiana residents.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	14	Full-time:	10	Part-time:	4
------------------------------------	----	------------	----	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Allen, John	B.S.	16	10			Х
Bray, Ernest	M.B.A.	13	0.5	1.5	Х	
Brown, Paulette	M.S.	7	2.5	2		Х
Dawson, Grant	A.A.S	4.0	1.25		Х	
Farmer, Belinda	B.S.	12	2			Х
Heavin, Diane	M.A.	21	21	6.5	Χ	
Henn, Sharyn	M.A.T.	20	0.5	25	Χ	
Newton, David	Certificate	3.5	6.0		Х	
Plunkett, Anthony	M.S.	13	0.5	2	Χ	
Schimmel, Julie	M.S.	20	8.0	2.0	Х	
Sears, Aaron	B.S.	8	1		Χ	
Sweitzer, Scott	Certificates	10	6	4		Х
Temple, Diana	M.B.A.	17	7.5	2.0	Х	
Wesselman, Edward	M.S.A.	26	0.5	4	Χ	

INDIANA COMMISSION ON PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Indiar	na Business College Terre Ha	- Evansville aute, Fort W	•	lis, Muncie,
Name of Program		Help Des	sk Administ	ration	
Level of Degree (AAS	S, AS, AA, E	BAS, BA, BS, MBA, M	IAS, MA, MS	, Ph.D.)	AAS
Name of Person Prep	aring this F	orm	Kimbe	erli J. Zorne	es .
Telephone Number	_	317-656-4732		<u>Applicat</u>	ion Type
Date the Form was Pr	epared _	January 15, 200)7	⊠ New	Renewal
I. PROGRAM OBJEC			•	•	hieve and
explain how it is stru		•	-		

The mission of this program is to provide a strong foundation in both business and technology skills that are common in modern office settings. It combines basic business concepts, interpersonal communication, customer service skills, and standard applications training with technical skills in the area of hardware fundamentals, networking fundamentals, and operating systems. This curriculum provides students with the skills necessary to start their careers in information technology as helpdesk or desktop support personnel.

II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROC	GRAM:	Help Desk Admini	stration			
TOTAL COURSI	E HOURS:	100	Check one:	Quarter F	lours	\boxtimes
				Semester	r Hours	
				Clock Ho	urs	
LENGTH OF PR	OGRAM:	18 Months	TUITION:	\$19,470		
SPECIALTY CO	URSES:					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
BUS100	Principles	of Business			5	
BUS260	Career De	velopment			2	
COM206	Communic	cation II			5	
CSS100	Strategies	for Success			5	
ITS100	Introduction	on to Technical Com	puter Concepts		4	
ITS105	Introduction	on to Electricity and I	Electronics		5	
ITS115	Problem S	Solving			4	
ITS150	Computer	Systems & Emergin	g Technologies		5	
ITS155	Computer	Network Infrastructu	ure		5	
ITS165	Help Desk	Procedures			4	
ITS200	Windows /	Administration			4	
ITS210	Macintosh	Technologies			4	
ITS220	Troublesh	ooting			4	
ITS230	Strategies	and Ethics for the I	T Professional		4	
ITS235	Security a	nd Privacy			4	
ITS250	CompTIA	A+ Practicum			3	
ITS255	CompTIA	Network+ Practicum	1		3	
ITS260	MCDST P	racticum			3	
ITS285	CompTIA	Security+ Practicum	ı		3	

SPECIALTY COURSES:

Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
MAT150	Math for IT Professionals	_4
MGT200	Management	5
GENERAL EDUC	CATION / LIBERAL ARTS COURSES:	
Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
BUS205	Economics	5
COM105	Communication I	5
SPC101	Presentation Skills	5
	C/Clock Hrs. in Specialty: 85 / 100 Percental Courses: 15 / 100 Percental Pe	
If applicable: Number of Credit	/Clock Hrs. in Liberal Arts: / Percenta	ige:

EVANSVILLE:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

4601 Theater Drive Evansville, IN 47715

8 am - 10 pm Monday - Thursday; 8 am - 4 pm Friday

One full-time librarian; one part-time work study

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

<u>Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources</u> at the Evansville campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Evansville campus with library usage;
- b) providing assistance to faculty of the Evansville campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
 - e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.
- 2. Number of volumes of professional material:

259 books/video material Over 250 periodicals

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 7 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

Evansville Vanderburgh Public Library
Oaklyn Branch
3001 Oaklyn Drive
Evansville, IN 47711

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

EVANSVILLE:

IV. FACULTY:	Attach completed Ins	structor's	Qualification	Record for	each instructo	or.
** Include all re	equired documentation	pertaining	to the quali	fications of	each instructo	r.

Total # of Faculty in the Program:	9	Full-time:	6	Part-time:	3
------------------------------------	---	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Carpenter, John	MIS	9	8		Χ	
Crowe, Lindsey	MBA	6	.5			Х
Elkin, Leslie	BS	14	2.5		Χ	
Ettensohn, Tracie	BS	16	10		Χ	
Harper-Sperry, Angela	BS	22	6			Х
King, Mark	MBA	14	6	13	Χ	
Riley, Pat	MBA	28	10	2.5	Χ	
Sizemore, Tina	MLS	12	1 month			Х
Walton, Amanda	MS	8	2		Χ	

INDIANAPOLIS:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

<u>Location:</u> Southeast corner of second floor in the Indianapolis-Downtown campus.

Hours: Monday through Thursday 9:00am - 9:00pm; Friday 9:00am - 5:00pm;

Saturday 9:00am - 1:00pm

<u>Librarians</u>: One full-time and one half-time

Other Staff: Two college work study students at 40 total hours per week

2. Number of volumes of professional material:

There are currently 908 items in the library collection.

3. Number of professional periodicals subscribed to:

There are 32 print subscriptions and thousands of periodical titles with full text accessed through Ebsco Host Electronic Databases.

4. Other library facilities in close geographical proximity for student access:

Indianapolis Marion County Public Library Central Library is within five blocks from the Indianapolis-Downtown campus. They have 22 branches throughout Marion county for easy access, as well as an online catalog and databases available to card holders.

Indiana University Purdue University at Indianapolis is within two miles of the Indianapolis-Downtown campus. As a state-supported institution, their library collections are available to all Indiana residents.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

INDIANAPOLIS:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	11	Full-time:	6	Part-time:	5
------------------------------------	----	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	one:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Allen, John	B.S.	16	10			Х
Brown, Paulette	M.S.	7	3.5	2		Х
Chilton, Edith	B.S.	1	4.5			Х
Dawson, Grant	A.A.S.	4.0	1.25		Χ	
Denehie, Libby	B.S.	3.5	.5			Χ
Farmer, Belinda	B.S.	12	2			Х
Henn, Sharyn	M.A.T.	20	.5	25	Χ	
Newton, David	Certificate	3.5	6.0		Χ	
Plunkett, Anthony	M.S.	13	.5	2	Χ	
Schimmel, Julie	M.S.	20	8.0	2.0	Χ	
Temple, Diana	M.B.A.	17	7.5	2.0	Χ	

MUNCIE:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location -- On campus and online at www.inspire.net and www.lirn.net

Hours of student access -- 8am - 10pm (Monday - Thursday) & 8am - 7pm (Friday)

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- <u>a)</u> overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

<u>Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Muncie campus. Responsibilities for this individual include:</u>

- a) providing assistance to students and faculty of the Muncie campus with library usage;
- b) providing assistance to faculty of the Muncie campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
 - e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

251

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

3. Number of professional periodicals subscribed to:

4. Other library facilities in close geographical proximity for student access:

Muncie Public Library -- Kennedy Branch

Bracken Library -- Ball State University campus

Muncie Public Library -- Main Branch

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

MUNCIE:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 14 Full-time: 6 Part-time:	8	
---	---	--

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Chapman, Dawn	BS	8	.5	1		Х
Gerber, Cindy	MA	17	17	2	Χ	
Hall-Moore, Virginia	MBA	10	2	0		Х
Heppner, John	MBA	4	.5	0		Х
McClellan, Amanda	BS	6	4	1		Х
Newell, Mike	AAS	15	5	8		Х
Parsons, Tim	BS	10	1	1	Χ	
Pugh, Jennifer	BS	5	3	0	Χ	
Quesenberry, Krista	ВА	4	2	0		Х
Roach, Diana	ВА	12	4	0	Χ	
Summers, Holly	MBA	3	.5	0		Х
VanFossan, Tonja	MAE	8	1	6	Χ	
Williamson, Cheryl	MA	25	1.5	24		Х
Wright, J.E.	MBA	16	16	4	Χ	

TERRE HAUTE:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff: Location -- The campus library is conveniently located near the front office on the north side of the building.

Hours of student access -- The campus library is open Monday thru Thursday from 7:30 a.m. - 10:00 p.m. and Friday from 8:00 a.m. - 5:00 p.m.

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

<u>Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources</u> at the Terre Haute campus. Responsibilities for this individual include:

- a) providing assistance to students and faculty of the Terre Haute campus with library usage:
- b) providing assistance to faculty of the Terre Haute campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
 - e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

The Terre Haute campus currently has 290 volumes of business related materials and other reference related items.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors and the Library Director to discuss the need for

additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Help Desk Administration program in addition to all other programs currently approved.

Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 12 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

The Vigo County Public Library has 4 branches in close geographical proximity:

Main Branch, One Library Square, Terre Haute, IN

East Branch, Meadows Shopping Center, Terre Haute, IN

South Branch, Southland Shopping Center, Terre Haute, IN

North Branch, Plaza North Shopping Center, Terre Haute, IN

West Branch, 626 West National Avenue, West Terre Haute, IN

The Brazil Public Library, 204 North Walnut Street, Brazil, IN Marshall Public Library, 612 Archer Avenue, Marshall, IL

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

TERRE HAUTE:

IV. FACULTY	: Attach completed In	structor's Qualif	ication Record for	each instructor.
** Include all	required documentation	pertaining to the	e qualifications of	each instructor.

Total # of Faculty in the Program:	5	Full-time:	3	Part-time:	2

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Bottomley, Sara G	MBA	18	5	0	Χ	
Coleman, Rebecca A	MS	20	16	4	Χ	
Myers, Margaret E	МВА	7	<1	2		Χ
McGuire, Karen S	МВА	39	14	10	Χ	
Watson, Theresa S	MED	9	5	4		Х

INDIANA COMMISSION ON PROPRIETARY EDUCATION

DEGREE APPLICATION (New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Indiana Business College - Anderson, Elkhart, Lafayette						
Name of Program		Human Reso	ources				
Level of Degree (AAS	S, AS, AA, B	SAS, BA, BS, MBA, MAS, MA	, MS, Ph.D.)	AAS			
Name of Person Preparing this Form Kimberli J. Zornes							
Telephone Number		317-656-4732	<u>Applicat</u>	ion Type			
Date the Form was Prepared _		January 15, 2007	⊠ New	Renewal			
I. <u>PROGRAM OBJECTIVES</u> : Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.							
This program trains students to maintain personnel records of an organization's employees:							
assist with internal and external notification of position openings; assist in the hiring process;							
answer employee que	estions; prep	pare reports for managers; ad	Iminister aptitude	tests, and			

screen applicants.

II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROC	GRAM:	Human Resources				
TOTAL COURSI	E HOURS:	112	Check one:	Quarter I	Hours	
				Semester	Hours	
				Clock Ho	urs	
LENGTH OF PR	OGRAM:	18 Months	TUITION:	\$18,660		
SPECIALTY CO	URSES:					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
ACC101	Accountin	g l			5	
ACC105	Payroll/10	-Key			5	
BUS100	Principles	of Business			5	
BUS230	Business	Office Procedures			5	
BUS260	Career De	evelopment			2	
COM206	Communic	cation II			5	
CPU200	Computer	s and Office Automation			4	
CPU212	Word Prod	cessing			4	
CPU220	Spreadsh	eets			4	
CPU230	Database				5	
CSS100	Strategies	for Success			5	
KEY101	Keyboardi	ng I			3	
LEG210	Human Re	esource Law			5	
MAT105	Business	Math			5	
MGT150	Records N	Management & Security			5	
MGT200	Managem	ent			5	
MGT210	Training &	Development			5	
MGT215	Group Dyi	namics			5	
MGT220	Leadershi	p			5	

SPECIALTY COURSES:

Course Number	Course Title	Course <u>Hours</u>
MGT230	Employee Benefits	5
GENERAL EDUC	CATION / LIBERAL ARTS COURSES:	
Course	Course	Course
<u>Number</u>	<u>Title</u>	<u>Hours</u>
BUS205	Economics	5
COM105	Communication I	5
PSY106	Psychology	5
SPC101	Presentation Skills	5
Number of Credit	/Clock Hrs. in Specialty: 92 / Percenta	ge: 82%
	/Clock Hrs. in General Courses: 20 / Percenta	
If applicable: Number of Credit	/Clock Hrs. in Liberal Arts: / Percenta	ge:

ANDERSON:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

 The Anderson Campus library, located in the main hallway of the campus, is open when the school is open. Those hours are Monday through Thursday 8:00 a.m. until 10:00 p.m., and on Friday from 8:00 a.m. until 4:00 p.m, except for holidays. IBC also subscribes to the Indiana Online Research Library INSPIRE.NET, which is available to our students on campus.
- 2. Number of volumes of professional material:

<u>377</u>

3. Number of professional periodicals subscribed to:

<u>16</u>

4. Other library facilities in close geographical proximity for student access:

Anderson Public Library, 111 East 12th Street, Anderson, IN 46016, which is nine minutes 3.25 miles from campus.

Anderson University Nicholson Library, 1100 East 5th Street, Anderson, IN 46012, which is 12 minutes or 5.37 miles from our campus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

ANDERSON:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 10	Full-time:	3	Part-time:	7
---------------------------------------	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Arms, James Larry	BS, MA, ED.S	35	1	7		Х
Cox, Dara	BS	3	1.5	0	Χ	
Crites, Chris	BS, MBA	12	3	2		Х
Fry, Marcy	AAS	4	2	0		Χ
Gibson, Chad	BS, MBA	12	3	0		Χ
Godfrey, Joan	BS	14	10	6	Χ	
Nalywaiko, Jill	ВА	2	1.5	0	Χ	
Nichols, Kimberly	BS	3	1.5	3		Х
Shank, Cheryl	BS	22	1	1		Х
White, Tammy	BS, MBA	16	1.5	0		Χ

ELKHART:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library will be located at the campus. Students will be able to access library resources
between the hours of 8:00 a.m. and 10:00 p.m. Monday through Thursday and 8:00 a.m.
through 4:00 p.m. on Friday. One staff member will be assigned the duties and responsibilities
of maintaining and organizing library resources in addition to providing assistance to faculty,
staff and students.

Indiana Business College also subscribes to Indiana Online Research Library INSPIRE.NET and is available to students on campus.

The current budget allocation for the first year of operation is \$7,500, with \$5,000 allocated for start up costs and \$2,500 for additional acquisitions.

2. Number of volumes of professional material:

Planned acquisitions for the library's first year of operations are a total of 100 volumes, allocated as follows:

- 45 volumes allocated to business related programs
- 45 volumes allocated to medical related programs
- 10 volumes allocated to general reference materials

3. Number of professional periodicals subscribed to:

Planned acquisitions include six (6) business periodicals and 4 medical periodicals.

4. Other library facilities in close geographical proximity for student access:

Elkhart Public Library - Main; 300 S. 2nd Street; Elkhart, IN 46516 (5.04 miles)

Elkhart Public Library - Dunlop Branch; 58485 County Rd 13; Elkhart, IN 46516 (3.54 miles)

Elkhart Public Library - Pierre Moran Branch; 2400 Benham Avenue; Elkhart, IN 46517 (5.59 miles)

Elkhart Public Library - Cleveland Branch; 53715 Count Rd 1; Elkhart, IN 46514 (12.52 miles)

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

ELKHART:

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor
** Include all required documentation pertaining to the qualifications of each instructor

Total # of Faculty in the Program: Full-time: Part-time:	
--	--

	1 _					
l	Degree	# Years of	# Years	# Years		
List Faculty Names	or	Working	Teaching	Teaching	Check	cone:
	Diploma	Experience	at Your	at	Full-	Part-
(Alphabetical Order)	Earned	in Specialty	School	Other	time	time
	Fooulty	ill be hired Au	auct Contor	mhar 2007		
		teach in the r	lew prograi	[].		

LAFAYETTE:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 2. Number of volumes of professional material:

Business Related = 259

Business Reference = 8

<u>Inspire.Net – Indiana's Online Research Library</u>

3. Number of professional periodicals subscribed to:

Business Related = 8

General = 3

4. Other library facilities in close geographical proximity for student access:

Tippecanoe County Public Library

West Lafayette Public Library

John W. Hicks Undergraduate Library – Purdue University

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

LAFAYETTE:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	10	Full-time:	5	Part-time:	5
------------------------------------	----	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	one:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Borisenko, Sandra	MA, BA	10	1/2	3 3/4	Χ	
Dilley, Catherine	JD, MBA	10	1/2			Х
Hula, Timothy	BS	6	2 ½			Х
Layman, Alan	BS	3 ½	1			Х
Mohler, Richard	BS, AAS	10	8	1	Χ	
Nichols, Elizabeth	BS, AA	8	3 ½		Χ	
Roberts, Cynthia	BBA, AA	7	2 ½		Χ	
Spencer, Leanne	BA, AA	3	7	2		Х
Welcher, Steven	BS	9	8 1/4		Χ	
Wolpert, Tracey	ВА	7	1/4			Х

INDIANA COMMISSION ON PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Indiana Business College - Elkhart						
Name of Program		Medical Assistant					
Level of Degree (AAS	S, AS, AA,	BAS, BA, BS, ME	BA, MAS, MA	, MS, Ph.D.)	AAS		
Name of Person Prep	Form	K	imberli J. Zorne	s			
Telephone Number		317-656-4	732	<u>Applicat</u>	ion Type		
Date the Form was Pr	epared	February 1	, 2007	⊠ New	Renewal		
I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and							

explain how it is structured in order to accomplish the objectives.

This program provides students with the skills necessary to be proficient in both front and back office procedures. Students receive hands-on training so that they are able to assist physicians in minor surgery, perform laboratory tests, assess vital signs, administer medication, operate EKG machine, and perform other therapeutic modalities prescribed by physicians. Medical Assistants are employed in physicians' offices, medical clinics, laboratories, and other health agencies.

II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PRO	GRAM:	Medical Assistant				
TOTAL COURSE HOURS:		105	Check one:	Quarter H	Hours	\boxtimes
				Semester	Hours	
				Clock Hou	urs	
LENGTH OF PR	ROGRAM:	18 Months	TUITION:	\$19,470		
SPECIALTY CO	OURSES:					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
BUS260	Career De	velopment			2	
COM200	Profession	nal Perspectives			5	
CPU200	Computer	s and Office Automation			4	
CSS100	Strategies	for Success			5	
EXT290	Medical Assistant Externship				5	
INS122	Basic Insu	rance			5	
KEY101	Keyboardi	ng I			3	
LEG102	Medical La	aw and Ethics			5	
MAA115	Clinical I				4	
MAA215	Clinical II				4	
MAA220	Laboratory	/ Procedures			4	
MAT110	Math for M	ledical Professionals			5	
MED101	Medical Te	erminology			5	
MED114	Pharmaco	logy			5	
MED220	Medical O	ffice Administration			5	
MED221	Medical O	ffice Software			4	
PHY102	Anatomy a	and Physiology I			5	
PHY103	Anatomy a	and Physiology II			5	
PHY126	Pathophys	siology			5	

SPECIALTY COURSES: Course Course Course Number <u>Title</u> **Hours** Elective 5 **GENERAL EDUCATION / LIBERAL ARTS COURSES:** Course Course Course <u>Number</u> Title <u>Hours</u> Communication I 5 COM105 5____ PSY106 Psychology 5____ SPC101 Presentation Skills

Number of Credit/Clock Hrs. in Specialty: Number of Credit/Clock Hrs. in General Courses:		- /, -	Percentage: Percentage:	86% 14%
If applicable: Number of Credit/Clock Hrs. in Liberal Arts:	<u>15</u>	-	Percentage:	1476

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library will be located at the campus. Students will be able to access library resources
between the hours of 8:00 a.m. and 10:00 p.m. Monday through Thursday and 8:00 a.m.
through 4:00 p.m. on Friday. One staff member will be assigned the duties and responsibilities
of maintaining and organizing library resources in addition to providing assistance to faculty,
staff and students.

<u>Indiana Business College also subscribes to Indiana Online Research Library INSPIRE.NET</u> and is available to students on campus.

The current budget allocation for the first year of operation is \$7,500, with \$5,000 allocated for start up costs and \$2,500 for additional acquisitions.

2. Number of volumes of professional material:

45 volumes allocated to business related programs

45 volumes allocated to medical related programs

10 volumes allocated to general reference materials

3. Number of professional periodicals subscribed to:

Planned acquisitions include six (6) business periodicals and 4 medical periodicals.

4. Other library facilities in close geographical proximity for student access:

Elkhart Public Library - Main; 300 S. 2nd Street, Elkhart, IN 46516 (5.04 miles)

Elkhart Public Library - Dunlop Branch; 58485 County Rd 13, Elkhart, IN 46516 (3.54 miles)

Elkhart Public Library - Pierre Moran Branch; 2400 Benham Avenue, Elkhart, IN 46517 (5.59 miles)

Elkhart Public Llbrary - Cleveland Branch; 53715 Count Rd 1; Elkhart, IN 46514 (12.52 miles)

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

IV. <u>FACULTY</u> : Attach completed Instructor's Qualification Record for each instructor. ** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.						
Total # of Faculty in the Program:	Full-time:	Part-time:				
Fill out form below: (PLEASE LIST NAMES	IN ALPHABETIC	AL ORDER.)				

List Faculty Names	Degree or Diploma	# Years of Working Experience	# Years Teaching at Your	# Years Teaching at	Check Full-	Part-
(Alphabetical Order)	Earned	in Specialty	School	Other	time	time
	Faculty w					

INDIANA COMMISSION ON PROPRIETARY EDUCATION

DEGREE APPLICATION (New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Indiana Business College							
Name of Program _	Medical Assistant with Functional Spanish							
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)								
Name of Person Preparent	aring this Fo	rm	Vicki Thomas					
Telephone Number		(317) 264-5656	<u>Applicat</u>	ion Type				
Date the Form was Pr	epared	February 1, 2007	⊠ New	☐ Renewal				
I. <u>PROGRAM OBJECTIVES</u> : Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.								
This program is design	ned for nativ	e English speakers. It provi	des students with	the skills				
necessary to be profic	<u>ient in both f</u>	front and back office proced	<u>ures. Students re</u>	eceive practical				
training so that they a	e able to op	perate medical office softwa	ıre, assist physicia	ans in minor				
surgery, perform labor	atory tests, a	assess vital signs, administe	er medications, op	perate an ECG				
machine, and execute	other therag	peutic modalities prescribed	by physicians. T	his program is				
also designed to train	Medical Ass	istants to communicate effe	ctively with patien	nts whose				
primary language is S	panish. The	program includes reading of	omprehension ar	<u>nd written</u>				
communication with a	n emphasis o	on oral communication skills	. The focus of the	<u>e training will</u>				
empower the student	to assist Spa	anish-speaking patients to co	orrectly complete	medical forms				
and to receive approp	<u>riate medica</u>	I care. Upon completion of	this program stud	ents will have a				
working knowledge ba	se of the Sp	anish Language in a health	care setting. Me	dical Assistants				

are employed in physicians' offices, medical clinics, laboratories, and other health agencies.

II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM:		Medical Assistant with Functional Spanish					
TOTAL COURSE HOURS:		133	Check one:	Quarter F	Hours	\boxtimes	
				Semester	r Hours		
				Clock Ho	urs		
LENGTH OF PR	OGRAM:	24 months	TUITION:	\$25,960			
SPECIALTY CO	URSES:						
Course	Course				Course		
Number Number	<u>Title</u>				Hours Hours		
BUS260	Career De	evelopment			2		
CPU200	Computer	s and Office Automation			4		
CSS100	Strategies	for Success			5		
EXT290	Medical A	ssistant Externship			5		
INS122	Basic Insu	ırance			5		
KEY101	Keyboardi	ng I			3		
LEG102	Medical La	aw & Ethics			5		
MAA115	Clinical I				4		
MAA215	Clinical II				4		
MAA220	Laboratory	/ Procedures			4		
MAT110	Math for M	Medical Professionals			5		
MED101	Medical To	erminology			5		
MED114	Pharmaco	logy			5		
MED220	Medical O	ffice Administration			5		
MED221	Medical O	ffice Software			4		
PHY102	Anatomy 8	& Physiology I			5		
PHY103	Anatomy 8	& Physiology II			5		
PHY126	Pathophys	siology			5		
SPN101	Introduction	on to Spanish Language			4		

SPECIALTY COURSES:

Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
SPN102	Spanish Culture and People	3
SPN106	Spanish Medical Terminology	5
SPN110	Introduction to Conversational Spanish	4
SPN150	Conversational Spanish I	4
SPN160	Conversational Spanish II	4
SPN180	Medical Law and Legal Implications	3
SPN200	Reading and Composition for the Bilingual Medical Professional	3
SPN220	Practical Applications in Medical Spanish	3
GENERAL EDU	CATION / LIBERAL ARTS COURSES: Course	Course
<u>Number</u>	<u>Title</u>	Hours
COM105	Communications I	5
PSY106	Psychology	5
SPC101	Presentation Skills	5
	t/Clock Hrs. in Specialty: 118 / 133 Percenta t/Clock Hrs. in General Courses: 15 / 133 Percenta	
If applicable: Number of Credi	t/Clock Hrs. in Liberal Arts: <u>N/A</u> / Percenta	age:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is in the building at 8150 Brookville Road. It is open to the students from 7:30am to 10:00pm Monday thru Thursday, 7:30am to 12:00 noon on Friday's.

2. Number of volumes of professional material:

Management 13 General Education Reference 137

Psychology 10 Medical Reference 37

Medical 172 Laboratory and Cllinical 19

3. Number of professional periodicals subscribed to:

Eleven

4. Other library facilities in close geographical proximity for student access:

We have access to internet based libraries. The newest additional library has access to 76,729 indexed resources, 57,036 full text resources, and 36,882 image resources. The closest traditional library is 25 minutes from the school.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	20	Full-time:	14	Part-time:	6
------------------------------------	----	------------	----	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cono:
List i douity ivamos	Diploma	Experience	at Your	at	Full-	Part-
(Alphabetical Order)	Earned	in Specialty	School	Other	time	time
(Alphabetical Graci)	BA-	in Specialty	3011001	Other	ume	time
Janice Bankert	Communication	10	2.5		Х	
	AS-Medical					
Lisa Boswell	Assisting	6	1.5		Χ	
	Dinlama Madiaal					
Stephanie Branson	Diploma-Medical Assisting	5	4		X	
Stephanie Branson	BA-Automated	5	4		^	
	Manufacturing,					
	AS-Electronics					
Maureen Brennan	Engineering	11	3	10	Χ	
2 2 2 2 2 2				-		
Anthony Bye	BS- Mathematics	0	3	0.25	Χ	
Marchalla Callina	AS Health Claims					V
Machelle Collins	Examiner	6	3			Х
John Frapwell	BS-Business Administration	20	4		Х	
John Tapwell	AS Health Claims	20	_			
Karrie Hinkle	Examiner	6	1.5			Χ
	BS-Education,					
	MS-Biology, PhD-					
Tammi Huggins	Philosophy	17	1.5	16+	Χ	
33	BA-Religious					
	Studies, MA-			13 yrs		
Cleve Johnson	English		8 months	(military)		Χ
	MS-Marriage and					
	Family Services,					
Tina Johnson	BS Human		4 months			Χ
	BS-Organizational					
	Leadership, AAS-					
Althea McRae	Secretarial		1.5			Χ
Krietina Pay	BS-Legal		2.5			Х
Kristina Ray	Assistant		2.5			^
Linda Robertson	Diploma-RN	14	6		Х	
	· ·		-			
Deb Rogers	Diploma-Medical Assistant	10	5		Х	
Den Kogers	Assistant	10	J		^	
Shawna Simmons	Diploma- MRT	6	3		X	

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check Full- time	one: Part- time
Angie Cook-Smith	BA-Psychology		1.5		X	
Bob Stalcup	Certificate- Massage Therapy	0.5	7	9 (military)	Х	
Rita Streeval	Certificate-Allied Health	6	6		Х	
Jennifer Weathers	AS-Medical Assisting	5	1.5		Х	

INDIANA COMMISSION ON PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Indiana Business College - Elkhart				
Medical Coding Technology				
AS, AA, BAS, BA, BS	, MBA, MAS, MA,	MS, Ph.D.)	AAS	
ing this Form	K	imberli J. Zorne	s	
317-6	56-4721	<u>Applicat</u>	ion Type	
pared Februa	ry 1, 2007	⊠ New	Renewal	
	AS, AA, BAS, BA, BS ing this Form	Medical Coding T AS, AA, BAS, BA, BS, MBA, MAS, MA, ing this Form K 317-656-4721	Medical Coding Technology AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) ing this Form 317-656-4721 Applicat	

I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program is designed to train students to perform as part of the health information service team. Students use medical office software to enter data from the patient registration form and use classification systems to assign codes to diagnoses and procedures for insurance claims in both inpatient and ambulatory care settings. They will also maintain medical records and perfomr analysis of health records to validate compliance with regulations and standards. A high degree of accuracy and a working knowledge of medical terminology, diseases, and treatments are important skills for this profession. Employment opportunities include physicians' offices, clinics, inpatient care facilities, and insurance companies.

II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROC	GRAM:	Medical Coding Techr	nology			
TOTAL COURSE	E HOURS:	107	Check one:	Quarter H Semester Clock Hou	Hours	
LENGTH OF PR	OGRAM:	18 Months	TUITION:	\$19,470		
SPECIALTY CO	URSES:					
Course Number	Course <u>Title</u>				Course <u>Hours</u>	
BUS260	Career De	velopment			2	
CPU200	Computers	s and Office Automation			4	
CSS100	Strategies	for Success			5	
EXT291	Health Ca	re Records Externship			5	
INS122	Basic Insu	rance			5	
INS205	Diagnostic	Coding			5	
INS210	Procedura	l Coding			5	
INS222	Advanced	Insurance			4	
INS225	Advanced	Coding			5	
KEY101	Keyboardi	ng I			3	
LEG102	Medical La	aw and Ethics			5	
MAT110	Math for M	ledical Professionals			5	
MED101	Medical Te	erminology			5	
MED221	Medical O	ffice Software			4	
MED230	Medical R	ecords			5	
MED232	Health Info	ormation Management			5	
PHY102	Anatomy a	and Physiology I			5	
PHY103	Anatomy a	and Physiology II			5	
PHY126	Pathophys	siology			5	

SPECIALTY COURSES: Course Course Course Number <u>Title</u> **Hours** Elective 5 **GENERAL EDUCATION / LIBERAL ARTS COURSES:** Course Course Course <u>Number</u> Title <u>Hours</u> Communication I 5 COM105 5____ PSY106 Psychology 5____ SPC101 Presentation Skills

Number of Credit/Clock Hrs. in Specialty: Number of Credit/Clock Hrs. in General Courses:	92 15	_ / _	Percentage: Percentage:	86% 14%
If applicable: Number of Credit/Clock Hrs. in Liberal Arts:		_ / _	 Percentage:	

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff:
 The library will be located at the campus. Students will be able to access library resources
 between the hours of 8:00 a.m. and 10:00 p.m. Monday through Thursday and 8:00 a.m.
 through 4:00 p.m. on Friday. One staff member will be assigned the duties and responsibilities
 of maintaining and organizing library resources in addition to providing assistance to faculty,
 staff and students.

<u>Indiana Business College also subscribes to Indiana Online Research Library INSPIRE.NET</u> and is available to students on campus.

The current budget allocation for the first year of operation is \$7,500, with \$5,000 allocated for start up costs and \$2,500 for additional acquisitions.

- 2. Number of volumes of professional material:
- 45 volumes allocated to business related programs
- 45 volumes allocated to medical related programs
- 10 volumes allocated to general reference materials
- 3. Number of professional periodicals subscribed to:

Planned acquisitions include six (6) business periodicals and 4 medical periodicals.

4. Other library facilities in close geographical proximity for student access:

Elkhart Public Library - Main; 300 S. 2nd Street, Elkhart, IN 46516 (5.04 miles)
Elkhart Public Library - Dunlop Branch; 58485 County Rd 13, Elkhart, IN 46516 (3.54 miles)
Elkhart Public Library - Pierre Moran Branch; 2400 Benham Avenue, Elkhart, IN 46517 (5.59 miles)

Elkhart Public Llbrary - Cleveland Branch; 53715 Count Rd 1; Elkhart, IN 46514 (12.52 miles)

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

IV. <u>FACULTY</u> : Attach completed Instructor's Qualification Record for each instructor. ** Include all required documentation pertaining to the qualifications of each instructor.					
Total # of Faculty in the Program:	Full-time:	Part-time:			
Fill out form below: (PLEASE LIST NAMES	IN ALPHABETIC	CAL ORDER.)			

(Alphabetical Order) Diploma Experience in Specialty School Faculty will be hired August-September 2007 teach in the new program.	time
Faculty will be hired August-September 2007 teach in the new program.	
Faculty will be hired August-September 2007 teach in the new program.	

INDIANA COMMISSION ON PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Indiana Business College - Indianapolis, Muncie				
Name of Program	Network Administration				
Level of Degree (AAS	S, AS, AA, BAS, BA, E	BS, MBA, MAS, MA, I	MS, Ph.D.)	AAS	
Name of Person Prep	aring this Form	Kir	nberli J. Zorne	s	
Telephone Number	317	7-656-4732	<u>Applicat</u>	ion Type	
Date the Form was Pr	repared Janu	ary 15, 2007	⊠ New	Renewal	

I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program provides a strong foundation in both business and technology skills that are common in modern office settings. It combines basic business concepts, interpersonal communication, customer service skills, and standard applications training with technical skills in the area of hardware fundamentals, networking fundamentals, and operating systems. This curriculum provides students with the skills necessary to start their careers in information technology as network support personnel.

II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PRO	GRAM:	Network Administ	ration			
TOTAL COURS	E HOURS:	100	Check one:	Quarter H		
				Semester		
				Clock Ho	urs	
LENGTH OF PR	ROGRAM:	18 Months	TUITION:	\$19,470		
SPECIALTY CO	OURSES:					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
BUS100	Principles	of Business			5	
BUS260	Career De	velopment			2	
COM206	Communic	cation II			5	
CSS100	Strategies	for Success			5	
ITS100	Introduction	on to Technical Com	puter Concepts		4	
ITS105	Introduction	n to Electricity and	Electronics		5	
ITS115	Problem S	Solving			4	
ITS150	Computer	Systems & Emergir	ng Technologies		5	
ITS155	Computer	Network Infrastruct	ure		5	
ITS160	Applied No	etwork Technologies	S		4	
ITS200	Windows /	Administration			4	
ITS205	*NIX Admi	nistration			4	
ITS225	Cisco Tec	hnologies			4	
ITS230	Strategies	and Ethics for the I	T Professional		4	
ITS235	Security a	nd Privacy			4	
ITS250	Hardware	Technologies Pract	icum		3	
ITS255	Networkin	g Practicum			3	
ITS265	Cisco Tec	hnologies Practicum	ı		3	
ITS285	Security A	dministration Praction	cum		3	

SPECIALTY COURSES:

Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
MAT150	Math for IT Professionals	4
MGT200	Management	5
<u> </u>		
GENERAL EDUC	CATION / LIBERAL ARTS COURSES:	
Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
BUS205	Economics	5
COM105	Communication I	5
SPC101	Presentation Skills	5
<u> </u>		
		-
	/Clock Hrs. in Specialty: 85 / 100 Percenta /Clock Hrs. in General Courses: 15 / 100 Percenta	-
If applicable: Number of Credit	/Clock Hrs. in Liberal Arts: / Percenta	ge:

INDIANAPOLIS:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location: Southeast corner of second floor in the Indianapolis-Downtown campus.

Hours: Monday through Thursday 9:00am - 9:00pm; Friday 9:00am - 5:00pm;

Saturday 9:00am - 1:00pm

Librarians: One full-time and one half-time

Other Staff: Two college work study students at 40 total hours per week

2. Number of volumes of professional material:

There are currently 908 items in the library collection.

3. Number of professional periodicals subscribed to:

There are 32 print subscriptions and thousands of periodical titles with full text accessed through Ebsco Host Electronic Databases.

4. Other library facilities in close geographical proximity for student access:

Indianapolis Marion County Public Library Central Library is within five blocks from the
Indianapolis-Downtown campus. They have 22 branches throughout Marion county for easy
access, as well as an online catalog and databases available to card holders.

Indiana University Purdue University at Indianapolis is within two miles of the Indianapolis-Downtown campus. As a state-supported institution, their library collections are available to all Indiana residents.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

INDIANAPOLIS:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	11	Full-time:	6	Part-time:	5
------------------------------------	----	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Allen, John	B.S.	16	10			Х
Brown, Paulette	M.S.	7	2.5	2		Х
Chilton, Edith	B.S.	1	4.5			Х
Dawson, Grant	A.A.S	4.0	1.25		Χ	
Denehie, Libby	B.S.	3.5	0.5			Х
Henn, Sharyn	M.A.T.	20	0.5	25	Χ	
Newton, David	Certificate	3.5	6.0		Χ	
Plunkett, Anthony	M.S.	13	0.5	2	Χ	
Sweitzer, Scott	Certificate	10	6	4		Х
Temple, Diana	M.B.A.	17	7.5	2.0	Х	
Wesselman, Edward	M.B.A.	26	0.5	4	Χ	

MUNCIE:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff: Location -- On campus and online at www.inspire.net and www.lirn.net

Hours of student access -- 8am - 10pm (Monday - Thursday) & 8am - 7pm (Friday)

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

<u>Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Muncie campus. Responsibilities for this individual include:</u>

- a) providing assistance to students and faculty of the Muncie campus with library usage;
- b) providing assistance to faculty of the Muncie campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
 - e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.
- 2. Number of volumes of professional material:

251

Indiana Business College also provides online library resources through Library
Information Resources Network, Inc. These services currently provide resources from
ABI/INFORM GLOBAL and ProQuest Reference Library.

3. Number of professional periodicals subscribed to:

4

4. Other library facilities in close geographical proximity for student access: Muncie Public Library -- Kennedy Branch

Bracken Library -- Ball State University campus

Muncie Public Library -- Main Branch

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

MUNCIE:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	14	Full-time:	6	Part-time:	8
------------------------------------	----	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Dawn Chapman	BS	8	2 Quarter	1 Year		Yes
Cindy Gerber	MA/MOUS Cert	17	17 Years	2 Years	Yes	
Virginia Hall-Moore	BS & MBA	10	2 Years	0		Yes
John Heppner	BS & MBA	4	2 Quarter	0		Yes
Amanda McClellan	BS	6	4 Years	1 Year		Yes
Mike Newell	AAS/MCSE,	15	5 Years	8 Years		Yes
Tim Parsons	BS	10	1 Year	1 Year	Yes	
Jennifer Pugh	BS	5	3 Years	0	Yes	
Krista Quesenberry	BA	4	2 Quarter	0		Yes
Diana Roach	BA	12	4 Years	0	Yes	
Holly Summers	MS & MBA	3	2 Quarter	0		Yes
Tonja Van Fossan	MAE	8	1 Year	6 Years	Yes	
Cheryl Williamson	MA	25	1.5 Years	24 Years		Yes
J.E. Wright	MBA/CPA	16	16 Years	4 Years	Yes	

INDIANA COMMISSION ON PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Indiana Business College - Medical							
Name of Program	Associate Degree Nursing Program							
Level of Degree (AAS	S, AS, AA,	BAS, BA, BS,	, MBA, MAS, MA	, MS, Ph.D.)	AAS			
Name of Person Preparing this Form				Vicki Thomas				
Telephone Number	umber <u>317-264-5656</u> <u>Applic</u>		<u>Applicat</u>	tion Type				
Date the Form was Prepared		January 31, 2007		⊠ New	Renewal			

I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program is designed to provide the student with the academic, professional and clinical skills needed for entry-level registered nurse staff positions. The student is prepared to administer nursing care to individuals, families, and communities in a variety of health care settings. The program trains students to develop competency and responsibility in providing and managing care for patients across the lifespan, in collaboration with members of the healthcare team. The program also emphasizes lifelong learning.

Indiana Business College offers a full-time Associate Degree Nursing Program requiring clinical practicum, some during evening hours. Upon successful completion of the Nursing program, graduates are prepared to sit for the National Council Licensure Examination - Registered Nurses (NCLEX-RN) and are provided the foundation for career mobility in nursing.

The Nursing Program requires 104 quarter credits, consisting of, 56 nursing credits and 48 non-nursing credits, 16 of which are General Education credits. The program is 7 quarters in length to be completed in two years.

II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM:		Associate Degree Nursing Program					
TOTAL COURSE HOURS:		104 Check one: Qu		Quarter F	lours	\boxtimes	
				Semester	Hours		
				Clock Ho	urs		
LENGTH OF PR	OGRAM:	21 months	TUITION:	\$28,140.			
SPECIALTY CO	<u>URSES</u> :						
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>		
ANP104	Human Ar	atomy and Physiolog	gy I		4		
ANP105	Human Ar	atomy and Physiolog	gy II		4		
BIO107	Microbiolo	gy			4		
CIT101	Keyboardi	ng I			2		
CIT200	Computers	s and Office Automat	tion		4		
NUR101	Nursing F	undamentals			4		
NUR102	Nursing F	undamentals Lab			2		
NUR105	Adult Heal	th & Illness I			4		
NUR106	Adult Heal	th & Illness I Clinical	s		2		
NUR110	Psychosoc	cial/Gerontologic Nur	rsing		4		
NUR111	Psychoso	cial/Gerontologic Nur	sing Clinicals		4		
NUR115	Developin	g Family/Pediatric Nu	ursing		4		
NUR116	Family/Pe	diatric Clinicals			4		
NUR201	Adult Heal	th & Illness II			4		
NUR202	Adult Heal	th & Illness II Clinica	ls		4		
NUR205	Adult Heal	th & Illness III			4		
NUR206	Adult Heal	th & Illness III Clinica	als		4		
NUR210	Health Pro	motion & Manageme	ent of Care		4		
NUR211	Health Pro	motion & Manageme	ent of Care Clinicals		4		

SPECIALTY COURSES:

Course <u>Number</u>	Course <u>Title</u>					Cour <u>Hour</u>	
NUR215	Transition to Nursing Practice					4	
PHM116	Dosage Calculations					2	
PHM136	Vital Pharmacology					4	
PSY100	Strategies for Success					4	
PSY147	Human Growth & Development	:				4	
GENERAL EDIL	CATION / LIBERAL ARTS COU	RSFS.					
Course	Course	<u> 13L3</u> .				Cour	·se
<u>Number</u>	<u>Title</u>					Hour	
ENG105	Communication I					4	
ENG101	Public Speaking					4	
PSY117	Essentials of Psychology					4	
SOC102	Intro to Sociology					_4	
	t/Clock Hrs. in Specialty: t/Clock Hrs. in General Courses:	88 16	- / - / -	104 104	Percentag	_	85% 15%
If applicable: Number of Credi	t/Clock Hrs. in Liberal Arts:	N/A	_ / _		_ Percenta	ge: _	

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is in the building at 8150 Brookville Road. It is open to the students from 7:30am to 10:00pm Monday thru Thursday, 7:30am to 12:00 noon on Friday's.

2. Number of volumes of professional material:

Management 13 General Education Reference 137

Psychology 10 Medical Reference 37

Medical 172 Laboratory and Cllinical 19

3. Number of professional periodicals subscribed to:

Eleven

4. Other library facilities in close geographical proximity for student access:

We have access to internet based libraries. The newest additional library has access to 76,729 indexed resources, 57,036 full text resources, and 36,882 image resources. The closest traditional library is 25 minutes from the school.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

IV. FACULTY: Attach completed In	nstructor's Qualification Record for each instructor.
** Include all required documentation	n pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	9	Full-time:	6	Part-time:	3
------------------------------------	---	------------	---	------------	---

		# Years of	# Years	# Years	_	
List Faculty Names	Degree or	_Working	Teaching	Teaching	Check	
(Alphabatical Order)	Diploma Earned	Experience	at Your	at	Full-	Part-
(Alphabetical Order)		in Specialty	School	Other	time	time
Janice Bankert	BA- Communication	10	2.5		Χ	
Janice Bankert	BA- Automated	10	2.0		Λ	
Maureen Brennan	Manufacturing.	11	3	10 years	Χ	
	AS-Electronics			,		
	Enaineerina					
A 11 - D	BS-			.25 Subsitute	V	
Anthony Bye	Mathematics	0	3	teaching	Х	
John Frapwell	BS-Business Administration	20	4		Χ	
John Trapwell	BS-Education,	20	4			
Tammi Huggins	MS- Biology	17	1.5	16 + years	Χ	
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	PhD-			,		
	Philosophy					
	BA- Religious		0 11	13 Yrs		
Cleve Johnson	Studies		8 months	(militarv)		Х
	MA- English					
	MS-Marriage					
Tina Johnson	and Family		4 months			Χ
	BS- Human					
	Services					
Althon MaDao	BS-Organiza		2.5			V
Althea McRae	Management AAS-		2.3			Х
	Secretarial					
	BA-					
Angie Cook-Smith	Psvchology		1.5		Χ	

INDIANA COMMISSION ON PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Indiana Business College - Medical							
Name of Program	Property and Casualty Claims							
Level of Degree (AAS, AS, AA	, BAS, BA, BS, MBA, MAS, MA,	MS, Ph.D.)	AAS					
Name of Person Preparing this	Form	Vicki Thomas						
Telephone Number	(317) 264-5656	<u>Applicat</u>	ion Type					
Date the Form was Prepared	February 1, 2007	⊠ New	Renewal					

I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program is designed to train students how to perform as part of an insurance claims team. Students will be trained to review, adjust, evaluate, deny, settle, process and resolve claims. The program will focus on communication skills including electronic, telephone and in person with agents, employers, claimants, policyholders, attorneys, and associated groups to gather essential information on contested claims. Training will also be provided in analysis and investigative skills essential for claims adjusters to examine property claims, worker's compensation, and bodily injury claims cases. Students will be prepared to sit for AIC insurance designation exams. Employment opportunities include insurance companies, private adjusting firms, and consulting companies.

II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROG	SRAM:	Property and Cas	sualty Claims			
TOTAL COURSE HOURS:		103	Check one:	Quarter F	lours	\boxtimes
				Semester	Hours	
				Clock Hou	ırs	
LENGTH OF PRO	OGRAM:	18 months	TUITION:	\$21,780		
SPECIALTY COL	URSES:					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
BUS100	Principles	of Business			5	
BUS260	Career De	velopment			2	
COM105	Communic	ations I			5	
CPU200	Computers	and Office Automa	ition		4	
CPU212	Word Proc	essing			4	
CSS100	Strategies	for Success			5	
EXT296	Claims Adj	usting Externship			5	
INC105	Property, L	iability, and Person	al Insurance		5	
INC133	The Claims	s Environment			5	
INC150	Workers C	ompensation and D	isability		5	
INC151	Bodily Inju	ry			5	
INC215	Property L	oss Adjusting			5	
INC222	Liability Cla	aims Practice			5	
INS122	Basic Insu	rance			5	
KEY101	Keyboardii	ng I			3	
LEG101	Business L	.aw			5	
MAT105	Business N	<i>l</i> lath			5	
MED101	Medical Te	erminology			5	
PHY106	Human An	atomy			5	

SPECIALTY COURSES: Course Course Course Number Title **Hours GENERAL EDUCATION / LIBERAL ARTS COURSES:** Course Course Course <u>Number</u> Title Hours COM206 Communications II 5 PSY106 Psychology 5 SPC101 Presentation Skills 5 Number of Credit/Clock Hrs. in Specialty: Percentage: 85% Number of Credit/Clock Hrs. in General Courses: Percentage: 15%

Percentage:

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is in the building at 8150 Brookville Road. It is open to the students from 7:30am to 10:00pm Monday thru Thursday, 7:30am to 12:00 noon on Friday's.

2. Number of volumes of professional material:

Management 13 General Education Reference 137

Psychology 10 Medical Reference 37

Medical 172 Laboratory and Cllinical 19

3. Number of professional periodicals subscribed to:

Eleven

4. Other library facilities in close geographical proximity for student access:

We have access to internet based libraries. The newest additional library has access to 76,729 indexed resources, 57,036 full text resources, and 36,882 image resources. The closest traditional library is 25 minutes from the school.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

MEDICAL CAMPUS:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 20 Full-time: 14 Part-time: 6	Fotal # o	f Faculty in the Program:	20	Full-time:	14	Part-time:	6
--	-----------	---------------------------	----	------------	----	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
	Diploma	Experience	at Your	at	Full-	Part-
(Alphabetical Order)	Earned	in Specialty	School	Other	time	time
Janice Bankert	ВА	10	2.5		Χ	
Lisa Boswell	AS	6	1.5		Х	
Stephanie Branson	Diploma-Medical Assisting	5	4		Х	
Maureen Brennan	ВА	11	3	10	Χ	
Anthony Bye	BS	0	3	0.25	Х	
Machelle Collins	AS	6	3			Х
John Frapwell	BS	20	4		Х	
Karrie Hinkle	AS	6	1.5			Х
Tammi Huggins	PhD	17	1.5	16+	Х	
Cleve Johnson	МА		8 months	13 yrs.		Х
Tina Johnson	MS Services		4 months			Χ
Althea McRae	BS		1.5			Х
Kristina Ray	BS		2.5			Х
Linda Robertson	Diploma-RN	14	6		Χ	
Deb Rogers	Diploma-Medical Assistant	10	5		Χ	
Shawna Simmons	Diploma- MRT	6	3		Х	
Angie Cook-Smith	ВА		1.5		Х	
Bob Stalcup	Certificate- Massage Therapy	0.5	7	9	X	
Rita Streeval	Certificate-Allied Health	6	6		Х	
Jennifer Weathers	AS		1.5		X	

INDIANA COMMISSION ON PROPRIETARY EDUCATION

DEGREE APPLICATION (New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	l:	ndiana Business College -	Lafayette, North	west	
Name of Program	Veterinary Technology				
Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)					
Name of Person Prep	aring this Fo	rm <u>K</u>	Kimberli J. Zorne	S	
Telephone Number		317-656-4732	Applicat	ion Type	
Date the Form was Pr	epared	January 29, 2007	⊠ New	☐ Renewal	
explain how it is stru	ictured in o	scribe what the program is rder to accomplish the objusted in the objusted in the accomplishing a capacity and accomplishing a capacity and accomplishing a capacity and accomplishing accomplishing a capacity and accomplishing a capacity accomplishing a capacity and accomplishi	ectives.		
		ct clinical work in a private p		-	
veterinarian - often pe	rforming var	ious medical duties such as st-operative care; cleaning to	giving injections;	taking x-rays;	
curriculum will cover a	all areas of a	nimal patient care, from lab	tests to radiology	procedures and	
_		nals, as well as preventive r			
prepared and must sit	for the State	Board exam to become Re	egistered Veterina	ry Technicians	

(RVT).

II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PRO	GRAM:	Veterinary Technol	ogy			
TOTAL COURS	E HOURS:	102	Check one:	Quarter H		
				Clock Hou	ırs	
LENGTH OF PR	ROGRAM:	18 Months	TUITION:	\$19,470		
SPECIALTY CO	OURSES:					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	;
BUS260	Career De	velopment			2	
CPU200	Computer	s and Office Automatio	n		4	
CPU212	Word Prod	cessing			4	
CSS100	Strategies	for Success			5	
KEY101	Keyboardi	ng I			3	
MAT110	Math for M	ledical Professionals			5	
VET101	Laboratory	/ Animal Science and I	Management		4	
VET105	Introduction	on to Veterinary Techno	ology		4	
VET110	Animal Pa	rasitology and Veterina	ary Nutrition		4	
VET115	Veterinary	Medical Terminology			4	
VET120	Anatomy a	and Physiology of Anim	nals		4	
VET125	Anatomy a	and Physiology of Anim	nals II		4	
VET130	Veterinary	Clinical Pathology			4	
VET140	Animal Ph	armacology and Calcu	lations		4	
VET150	Veterinary	Medical Ethics and Of	ffice Management		4	
VET200	Farm Anin	nal Management and E	xotics		4	
VET210	Surgical P	reparation, Assisting, a	and Lab Work		4	
VET220	Veterinary	Dentistry			4	
VET230	Veterinary	Technician Certification	on Review		4	

SPECIALTY COURSES:

Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
VET240	Veterinary Anesthesia and Diagnostic Imaging	_4
VET250	Animal Diseases and Immunology	4
VET260	Veterinary Technician Externship	4
GENERAL EDUC	CATION / LIBERAL ARTS COURSES:	
Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
COM105	Communications I	5
PSY106	Psychology	5
SPC101	Presentation Skills	5
	/Clock Hrs. in Specialty: /Clock Hrs. in General Courses: 15 / Percenta	•
	reidenta	age: 15%

LAFAYETTE:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library (Resource Center) is located on campus. Students have access to library resources between the hours of 8:00 AM and 10:00 PM Monday through Thursday and 8:00 AM through 4:00 PM on Friday. Our Student Services Coordinator with the assistance of college work study personnel is assigned the duties and responsibilities of maintaining and organizing the library resources in addition to providing assistance to faculty, staff, and students.

2. Number of volumes of professional material:

Business Related = 259

Business Reference = 8

Inspire.Net - Indiana's Online Research Library

3. Number of professional periodicals subscribed to:

Business Related = 8

General = 3

4. Other library facilities in close geographical proximity for student access:

Tippecanoe County Public Library

West Lafayette Public Library

John W. Hicks Undergraduate Library - Purdue University

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

LAFAYETTE:

IV. FACUL	<u>TY</u> : Attacl	h completed Ins	structor's	Qualifica	ation Record	for each	instructor.
** Include	all required	documentation	pertaining	to the q	ualifications	of each	instructor.

Total # of Faculty in the Program: 7 Full-time: 4 Part-time: 3	3	i
--	---	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Checl	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Dilley, Catherine	JD, MBA	10	1/2			Х
Hula, Timothy	BS	6	2 ½			Χ
Mohler, Richard	BS, AAS	10	8	1	Χ	
Nichols, Elizabeth	BS, AA	8	3 ½		Χ	
Roberts, Cynthia	BBA, AA	7	2 ½		Χ	
Spencer, Leanne	BA, AA	3	7	2		Х
Welcher, Steven	BS	9	8 1/4		Χ	

NORTHWEST:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is located at the front of the building and is open Monday - Thursday 7:30 AM -10:00 PM on Friday from 7:30 AM - 5:00 PM. The library is open any time the building is open. The Student Services Coordinator serves as the person accountable for managing the library.

2. Number of volumes of professional material:

There are currently 295 volumes in the library.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 14 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

The Zionsville Public Library

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

NORTHWEST:

IV. FACUL	<u>TY</u> : Attacl	n completed ins	structor's	Qualifica	ation Record	for each	instructor.
** Include	all required	documentation	pertaining	to the q	ualifications	of each	instructor.

Total # of Faculty in the Program:	3	Full-time:	3	Part-time:	0
------------------------------------	---	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Hubbard, Destry	Bachelor	1	2	0	1	
Siemen, Diane	Bachelors	7	4	7	1	
Tegarden. Diana	Masters	18	5	13	1	

INDIANA COMMISSION ON PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Indiana Business College - Muncie, Terre Haute, Indianapolis						
Name of Program	Systems Administration						
Level of Degree (AAS	of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)						
Name of Person Preparing this Form Kimberli J. Zornes							
Telephone Number		317-656-4732	<u>Applicati</u>	on Type			
Date the Form was Prepared		January 15, 2007	⊠ New	Renewal			
		Describe what the program in order to accomplish the ob		hieve and			
This program provide	s a strong	foundation in both business a	<u>nd technology skill</u>	s that are			
	· · · · · · · · · · · · · · · · · · ·	and the constituent benefit because					

common in modern office settings. It combines basic business concepts, interpersonal communication, customer service skills, and standard applications training with technical skills in the area of hardware fundamentals, networking fundamentals, and operating systems. This curriculum provides students with the skills necessary to start their careers in information technology as systems support personnel.

II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PRO	GRAM:	Systems Admini	stration			
TOTAL COURSE HOURS:		97	Check one:	Quarter I	Hours	\boxtimes
				Semester	r Hours	
				Clock Ho	urs	
LENGTH OF PR	OGRAM:	18 Months	TUITION:	\$19,470		
SPECIALTY CO	<u>URSES</u> :					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
BUS100	Principles	of Business			5	
BUS260	Career De	velopment			2	
COM206	Communic	cation II			5	
CSS100	Strategies	for Success			5	
ITS100	Introduction	on to Technical Com	nputer Concepts		4	
ITS105	Introduction	on to Electricity and	Electronics		5	
ITS115	Problem S	Solving			4	
ITS150	Computer	Systems & Emergi	ng Technologies		5	
ITS155	Computer	Network Infrastruct	ure		5	
ITS200	Windows	Administration			4	
ITS205	*NIX Adm	inistration			4	
ITS210	Macintosh	Technologies			4	
ITS215	Applied Se	erver Technologies			4	
ITS230	Strategies	and Ethics for the I	T Professional		4	
ITS235	Security a	nd Privacy			4	
ITS270	Systems A	Administration Pract	icum		3	
ITS280	Linux Adm	ninistration Practicu	m		3	
ITS285	Security A	dministration Practi	cum		3	
MAT150	Math for I	Γ Professionals			4	

SPECIALTY COURSES:

Course <u>Number</u>	Course Course Hours
MGT200	Management 5
GENERAL E	DUCATION / LIBERAL ARTS COURSES:
Course <u>Number</u>	Course Course Hours
BUS205	Economics 5
COM105	Communication I 5
SPC101	Presentation Skills 5
Number of Cr If applicable:	edit/Clock Hrs. in Specialty: edit/Clock Hrs. in General Courses: 15 Percentage: 15% edit/Clock Hrs. in Liberal Arts: Percentage: Percentage:

MUNCIE:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff: Location -- On campus and online at www.inspire.net and www.lirn.net

Hours of student access -- 8am - 10pm (Monday - Thursday) & 8am - 7pm (Friday)

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

<u>Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Muncie campus. Responsibilities for this individual include:</u>

- a) providing assistance to students and faculty of the Muncie campus with library usage;
- b) providing assistance to faculty of the Muncie campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
 - e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.
- 2. Number of volumes of professional material:

251

Indiana Business College also provides online library resources through Library
Information Resources Network, Inc. These services currently provide resources from
ABI/INFORM GLOBAL and ProQuest Reference Library.

3. Number of professional periodicals subscribed to:

4

4. Other library facilities in close geographical proximity for student access: Muncie Public Library -- Kennedy Branch

Bracken Library -- Ball State University campus

Muncie Public Library -- Main Branch

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

MUNCIE:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	14	Full-time:	6	Part-time:	8
------------------------------------	----	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone.
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Dawn Chapman	BS	8	2 Quarter	1 Year		Yes
Cindy Gerber	MA/,MOUS Cert	17	17 Years	2 Years	Yes	
Virginia Hall-Moore	BS & MBA	10	2 Years	0		Yes
John Heppner	BS & MBA	4	2 Quarter	0		Yes
Amanda McClellan	BS	6	4 Years	1 Year		Yes
Mike Newell	AAS/MCSE,	15	5 Years	8 Years		Yes
Tim Parsons	BS	10	1 Year	1 Year	Yes	
Jennifer Pugh	BS	5	3 Years	0	Yes	
Krista Quesenberry	BA	4	2 Quarter	0		Yes
Diana Roach	BA	12	4 Years	0	Yes	
Holly Summers	BS & MBA	3	2 Quarter	0		Yes
Tonja Van Fossan	MAE	8	1 Year	6 Years	Yes	
Cheryl Williamson	MA	25	1.5 Years	24 Years		Yes
J.E. Wright	MBA/CPA	16	16 Years	4 Years	Yes	

TERRE HAUTE:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff: Location -- The campus library is conveniently located near the front office on the north side of the building.

Hours of student access -- The campus library is open Monday thru Thursday from 7:30 a.m. - 10:00 p.m. and Friday from 8:00 a.m. - 5:00 p.m.

Indiana Business College employs a professionally trained librarian with a masters degree in Library Sciences. This individual is employed by the Indianapolis campus located at 550 E. Washington Street in Indianapolis. As the lead librarian for all Indiana Business College locations, this individual is charged with the responsibility of:

- a) overseeing and assessing all existing physical and virtual library resources for all Indiana Business College campus locations;
- b) oversight and management of all future acquisitions;
- c) coordinating quarterly meetings with all Indiana Business College library personnel;
- d) assist with the hiring and performance assessment of library personnel for all Indiana Business College locations; and
- e) training for library personnel within the Indiana Business College system.

<u>Plans are in place to hire an individual with a Bachelor's degree to oversee the library resources at the Terre Haute campus.</u> Responsibilities for this individual include:

- <u>a) providing assistance to students and faculty of the Terre Haute campus with library usage:</u>
- b) providing assistance to faculty of the Terre Haute campus with instructional resources;
- c) maintaining a system to document utilization of library resources;
- d) working with faculty and the Director of Education to assist in the assessment of the adequacy of available resources, while gathering input from faculty regarding requests for future acquisitions to be considered; and
 - e) management of library holdings including, but not limited to, maintenance of system of classification, organization of holdings, tracking of inventory, etc.

2. Number of volumes of professional material:

The Terre Haute campus currently has 290 volumes of business related materials and other reference related items.

Indiana Business College also provides online library resources through Library Information Resources Network, Inc. These services currently provide resources from ABI/INFORM GLOBAL and ProQuest Reference Library.

Five hundred dollars per month has been allocated for the expansion of onsite library holdings to accommodate the transition to the bachelor's degree level. Plans are in place to begin meetings with instructors and the Library Director to discuss the need for

additional holdings prior to the employment of the librarian. Additional resources scheduled for acquisition will include those designed to support the Business Management program in addition to all other programs currently approved.

Furthermore, online library resources have been further enhanced to include additional online resources to accommodate the bachelor's degree program offering. When the campus librarian begins employment s/he will continue meeting with faculty members to solicit input and feedback regarding current holdings and to determine future acquisitions.

3. Number of professional periodicals subscribed to:

The campus currently subscribes to 12 professional periodicals.

4. Other library facilities in close geographical proximity for student access:

The Vigo County Public Library has 4 branches in close geographical proximity:

Main Branch, One Library Square, Terre Haute, IN

East Branch, Meadows Shopping Center, Terre Haute, IN

South Branch, Southland Shopping Center, Terre Haute, IN

North Branch, Plaza North Shopping Center, Terre Haute, IN

West Branch, 626 West National Avenue, West Terre Haute, IN

The Brazil Public Library, 204 North Walnut Street, Brazil, IN

Marshall Public Library, 612 Archer Avenue, Marshall, IL

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

TERRE HAUTE:

IV. FACULTY:	Attach completed Ins	structor's Qual	ification Record fo	r each instructor.
** Include all re	quired documentation	pertaining to the	he qualifications of	f each instructor.

Total # of Faculty in the Program:	5	Full-time:	3	Part-time:	2
------------------------------------	---	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Bottomley, Sara G	MBA	18	5	0	Χ	
Coleman, Rebecca A	MS	20	16	4	Χ	
Myers, Margaret E	MBA	7	<1	2		Х
McGuire, Karen S	MBA	39	14	10	Χ	
Watson, Theresa S	MEd	9	5	4		Х

INDIANAPOLIS:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Location: Southeast corner of second floor in the Indianapolis-Downtown campus.

Hours: Monday through Thursday 9:00am - 9:00pm; Friday 9:00am - 5:00pm;

Saturday 9:00am - 1:00pm

Librarians: One full-time and one half-time

Other Staff: Two college work study students at 40 total hours per week

2. Number of volumes of professional material:

There are currently 908 items in the library collection.

3. Number of professional periodicals subscribed to:

There are 32 print subscriptions and thousands of periodical titles with full text accessed through Ebsco Host Electronic Databases.

4. Other library facilities in close geographical proximity for student access:

Indianapolis Marion County Public Library Central Library is within five blocks from the
Indianapolis-Downtown campus. They have 22 branches throughout Marion county for easy
access, as well as an online catalog and databases available to card holders.

Indiana University Purdue University at Indianapolis is within two miles of the Indianapolis-Downtown campus. As a state-supported institution, their library collections are available to all Indiana residents.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

INDIANAPOLIS:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	11	Full-time:	5	Part-time:	6
------------------------------------	----	------------	---	------------	---

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	one:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Allen, John	B.S.	16	10			Х
Brown, Paulette	M.S.	7	2.5	2		Х
Chilton, Edith	B.S.	1	4.5			Х
Dawson, Grant	A.A.S.	4.0	1.25		Χ	
Denehie, Libby	B.S.	3.5	0.5			Х
Henn, Sharyn	M.A.T.	20	0.5	25	Χ	
Newton, David	Certificate	10	6	4		Х
Plunkett, Anthony	M.S.	13	0.5	2	Χ	
Sweitzer, Scott	Certificate	10	6	4		Х
Temple, Diana	M.B.A.	17	7.5	2.0	Χ	
Wesselman, Edward	M.B.A.	26	0.5	4	Χ	



Instructor Qualification Records

Indiana Business College Anderson

March 2007

INDIANA COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Anderson Community

Anderson, Indiana

Schools

Arms

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

James

Larry

(Last)		(First)	(Middle)		
NAME OF INSTITUTION	ON: Indiana Bus	iness College-Anderson C	ampus	h-1411	
	Names of C	Courses Taught:			
Business Math					
Fundamentals of Com	munication				
Psychology					
Presentation Skills					
Customer Service					
***************************************			`		
And the state of t					
			1		
Source of		Area or Subject of	Period of A	ttendance	
Training/Education	Location	Training/Education	From:	To:	
Ball State University	Muncie, Indiana	BS in Elementary Ed	1967	1971	
Ball State University	Muncie, Indiana	MA in Elementary Ed	1971	1973	
Ball State University	Muncie, Indiana	ED S in Education	1975	1981	
Indiana University	Bloomington, Indiana	Work toward Doctorate	1990	1993	
	The Spanning Control of the Sp		Employme	nt Pariod	
Applicable		Exact Nature of	Linployme		
Experience	Location	Experience	From:	To:	
Anderson Community Schools	Anderson, Indiana	Elementary Teacher	1971	1978	
Anderson Community			1211		
Schools	Anderson, Indiana	School Principal	1979	1999	
Anderson Community Schools	Anderson, Indiana	Director of Secondary Ed	1999	2001	

School Principal

2001

2003

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Cox

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Dara

Jo

(Last)		(First)		(Middle)	
NAME OF INSTITUTION	ON: Indiana Busine	ess College — And	erson		
	ຶ່ງ∤່⊘ Names of Co	urses Taught:		Wars (
Strategies for Success					
Psychology					
Math Fundamentals					
Management	· · · · · · · · · · · · · · · · · · ·	···			

		The second secon	Period of A	ttendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	То:	
Ball State University	Muncie, Indiana	BS in History & Psychology	1980	1982	
Indiana University	Bloomington, Indiana	courses toward degree	1977	1979	
Education Methods Workshops	Indianapolis, Indiana	"Motivational Classroom" "Customer Service in the	2005	2006	
	1 V V V 16 V V 16 V V 18 V V V V V V V V V V V V V V V V				
	STATE OF THE PROPERTY OF THE P		Employme		
Applicable Experience	Location	Exact Nature of Experience	From:	To:	
Gill Brothers Furniture	Muncie, IN	General Ledger Accounting for 3 retail	1994	2002	
Indiana Federal Credit Union	Muncie, IN	Branch Mgment, loan approvals, supervision and	1987	1994	
J.A.M. Consultants	Alexandria, IN	Mortgage Loan Sales	2003	2004	
Indiana Business College	Anderson, IN	Admissions Rep	2004	2005	

Admissions Rep

2004

2005

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

CRS Consulting

Profit Key International

Great Marketing Ideas

Crites

(Last)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Chris

(First)

Allen

(Middle)

2005

2002

2002

2005

2002

2003

NAME OF INSTITUTIO	ON: Indiana Business College - A MAY ON SOM				
	Names of Co	urses Taught:			
Accounting I, Accounting	ng II, Cost Accounting				
Spreadsheets					
Communication I					
Database					
Economics					
Fundamentals of e-bus	iness				
Software Integration					
Word Processing					
			Period of A	ttendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:	
University of Maryland University College	Adelphi, Maryland	BS in Business & Mgment	1989	1994	
American Intercontinental University	Hoffman Estates, Illinols	MBA-Business Admin MBA-Marketing	2003	2004	
Certificates for completion of Education Methods	Indianapolis, Indiana	"Working With Difficult Students"	2005	2005	
decessors experiences and the ex-	TO THE WITHOUT THE UNITED THE WAY TO THE				
Applicable		Event Nature of	Employment Period		
Experience	Location	Exact Nature of Experience	From:	То:	
Office IT Manager	Church of God Headquarters, Anderson,	Authored database program, setup network Educational & Business	1994	1996	

Consulting

Software Design

Account Rep.

Highlands Ranch, CO

New Hampshire

lowa

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

H & R Block

Bloomington, IN

Gibson

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Chad

(Last)		(First)		
NAME OF INSTITUTIO	N: Indiana B	usiness College — And	yemson	
	Names of	Courses Taught:		
Word Processing				
Business Communicati	ion			
Sales				
Marketing				
Payroll/10 Key				
Database				
Computers and Office	Automation			*
Business Law				
Source of		Area or Subject of	Period of A	ttendance
Training/Education	Location	Training/Education	From:	To:
Ball State University	Muncie, IN	BS in Psychology	1992	1999
Indiana Wesleyan University	Marion, IN	MBA.	1999	2003
CBSD Module 8-4	Anderson, IN	Develop A Lesson Plan Training for Student	2005	
Finish Line Manager In Training Program	Indianapolis, IN	Coursework for Management	2004	2004
			Emplaine	nt Daviad
Applicable	 	Exact Nature of	Employme	
Experience	Location	Experience	From:	To:
Finish Line	Indianapolis, IN	Financial Accounting		
General Manager of Finish Line	Kokomo, IN	Store Operations		
Meridian Document Solutions	Indianapolis, IN	Account Executive	2003	2004

Asst. District Manager

1999

2002

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

(Last)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Marcia

(First)

NAME OF INSTITUTIO	N: Indiana Busine	ess College - And	rnson	······································
	Names of Co	urses Taught:		A THE SECOND SEC
BUS260 Career Develo	ppment	<u></u>		TO STATE OF THE ST
INT129 Internship		· · · · · · · · · · · · · · · · · · ·		
				
	With the second	tterritoria de la composição de la compo		
			References	***************************************
		The state of the s		
		······································		
	HICKA A	talia di la companya		
			,	
Source of		Area or Subject of	Period of A	ttendance
Source of Training/Education	Location	Area or Subject of Training/Education	Period of A	ttendance To:
Training/Education Indiana Business College	Location Anderson		_	
Indiana Business College The Cornerstone for Building Your Best		Training/Education	From:	To:
Training/Education Indiana Business College The Cornerstone for	Anderson	Training/Education Office Management	From: 9/1991	To: 3/1994
Indiana Business College The Cornerstone for Building Your Best Managing the Adult Instructional Process DISC	Anderson Indianapolis Indianapolis Anderson	Training/Education Office Management In-Service In-Service	From: 9/1991 4/21/06 7/14/06	To: 3/1994 4/21/06 7/14/06
Training/Education Indiana Business College The Cornerstone for Building Your Best Managing the Adult Instructional Process DISC	Anderson Indianapolis Indianapolis Anderson	Training/Education Office Management In-Service In-Service	From: 9/1991 4/21/06 7/14/06 8/4/06	To: 3/1994 4/21/06 7/14/06 8/4/06
Training/Education Indiana Business College The Cornerstone for Building Your Best Managing the Adult Instructional Process DISC Applicable	Anderson Indianapolis Indianapolis Anderson	Training/Education Office Management In-Service In-Service In-Service Exact Nature of	From: 9/1991 4/21/06 7/14/06 8/4/06 Employme	To: 3/1994 4/21/06 7/14/06 8/4/06
Training/Education Indiana Business College The Cornerstone for Building Your Best Managing the Adult Instructional Process DISC Applicable Experience	Anderson Indianapolis Indianapolis Anderson Location	Training/Education Office Management In-Service In-Service In-Service Exact Nature of Experience	From: 9/1991 4/21/06 7/14/06 8/4/06 Employme From:	To: 3/1994 4/21/06 7/14/06 8/4/06 nt Period To:
Training/Education Indiana Business College The Cornerstone for Building Your Best Managing the Adult Instructional Process DISC Applicable Experience Indiana Business College	Anderson Indianapolis Indianapolis Anderson Location Anderson	Training/Education Office Management In-Service In-Service In-Service Exact Nature of Experience Administrative Assistant Director of Career	From: 9/1991 4/21/06 7/14/06 8/4/06 Employme From: 3/1994	To: 3/1994 4/21/06 7/14/06 8/4/06 at Period To: 6/2006
Training/Education Indiana Business College The Cornerstone for Building Your Best Managing the Adult Instructional Process DISC Applicable Experience	Anderson Indianapolis Indianapolis Anderson Location	Training/Education Office Management In-Service In-Service In-Service Exact Nature of Experience Administrative Assistant	From: 9/1991 4/21/06 7/14/06 8/4/06 Employme From:	To: 3/1994 4/21/06 7/14/06 8/4/06 nt Period To:

Marces Fres 1/11/07

Renee

(Middle)

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Applicable

Experience

USA Group

Schools

Amtrak

Roadway Global Air

Anderson Community

Location

Indianapolis, IN

Indianapolis, IN

Beech Grove, IN

Anderson, IN

Godfrey

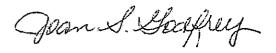
Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Joan

Sandra

/10 mt . 4 . 11 . 3

(Last)			rirst)		(ivituale)	
NAME OF INSTITUTION	ON: In	diana Busine	ess College -	hnd-	renson	
	- Na	mes of Co	urses Taught:		- NE CORE CONTRACTOR PROPERTY OF THE PROPERTY	nik disebut dan mendelengan pertu
Fundamentals of Com	munication					
Presentation Skills						
Communications II				entifintNienn dinferences =		
Strategies for Success						
Customer Service			•			
Keyboarding I						
Keyboarding II						
Business Office Proce	dures					
D			Augus au Oudeine	_e_:E	Period of A	ttendance
Source of Training/Education	Location		Area or Subject Training/Educ		From:	To:
University of Wisconsin	Madison, Wi		Elementary Education/Commu	nications	9/66	6/70
Brown College of Court Reporting	Atlanta, GA	***************************************	stenography; legal procedures and		9/77	12/79



Exact Nature of

customer service; data

entry; quality control

stenographer for labor

superintendent

relations hearings

entry; international billing

supervisory; clerical; data

administrative assistant to

Experience

Employment Period

To:

12/95

11/93

2/87

8/84

From:

4/94

1/92

8/84

4/80

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:	Nalywaiko	Jill Line	Ann	
·	(Last)	(First)	(Middle)	-
NAME OF I	NSTITUTION:	Indiana Business College - A	WW6W2011	
	was a second of the second of	Names of Courses Taught:		
Communica	tion 103 and 105	King a variation (and the little and		
Customer S	ervice			_
Word Proce	ssing			_
Computers	and Office Automat	ion		
Keyboardin	g I, II, and III			
Strategies f	or Success			
Career Dev	elopment			
Presentatio	n Skills			

		Period of	Period of Attendar	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Manage the Adult Instructional Process	IBC Anderson Campus	Improve teaching methods with adult students	7-17-2006	
Microsoft Word	self-taught	MS Word 2003 Expert Certification	9-12-2005	
The Pacific Institute	Indianapolis, IN	TPI strategies of positive thinking and growth	7-21-2005	7-23-2005
Taylor University	Upland, IN	BA in English	8-1998	5-2002
			Employment Period	
Applicable Experience	Location	Exact Nature of Experience	From:	To:
	Location Upland, IN		From: 9-2000	To: 5-2002
Experience Taylor University		Experience Assisted students with		
Experience Taylor University Career Development Ofc.	Upland, IN	Experience Assisted students with resumes, interviewing Tutored elementary and	9-2000	5-2002

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

T-1	Nichols		Kimberly		Bolick	
4	(Last)	•	(First)	(Middle)		
NAME OF IN	STITUTIC	N: Indiana Busin	ess College-Anderson (Campus		
TEST STATES		Names of Co	urses Taught:			
Math Fundam	nentals	•		CAR GRAND		
Fundamental	s of Math					
Spreadsheet						
Computers at	nd Office.	Automation				
Source of			Area or Subject of	Period of A	ttendance	
Training/Edu		Location	Training/Education	From:	To:	
Virginia Polytech Institute and Sta	ite	Blacksburg, Va	BS in Electrical Engineering	1978	1983	
Indiana Busines Education Metho	ods	Anderson, IN	"Motivational Classroom" "INSPIRE Net Training"	2006	2006	
Microsoft Office Certification	Expert	Indianapolis, IN	Expert in Excel	2006	2006	
			•			
	46-12-65-65	A CONTRACTOR OF THE PROPERTY OF THE	I SEANCENSONES ESSENCIALES	1 P.	KERAMENE)	
Applicable			Exact Nature of	Employme	nt Period	
Experience		Location	Experience	From:	To:	
Department of t		New London, Conneticut	Electronics Engineer	1983	1990	
Phillips Colleges Parks Junior Co	illege)	Aurora, CO	Part time Instructor	1990	1992	
Dental Systems Integration		Middletown, IN	Computer Engineer	2001	2004	
[

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

T000.000	nank ast)		(First)	Lynn (Middle)	
, *	•	Di	•	•	
NAME OF INS	HIJUHON	: <u>Indiana Bi</u>	usiness College - And	<u> 14 19 5. WAN</u>	
		Names of	Courses Taught:		
Communicatio	n l			·	
Marketing					
Management					
Principles of B	Susiness				
Advertising					
				1	
Source of			Area or Subject of	Period of A	1. 1. 2
Training/Edu	cation I	Location	Training/Education	From:	To:
Anderson Univer	sity /	Anderson, IN	BS in Organizational Leadership	1999	2001
Ball State Univer	sity I	Muncie, IN	courses toward degree	1967	1968
		The state of the s			
racovarian et esta a danapara			ALTONIA BARABAR ANTARA MARKARA CAMBANA	Employme	
Applicable		•:	Exact Nature of		
Experience		Location	Experience	From:	To:
Anderson Univer	rsity .	Anderson, IN	Director of Conference and Performance Events	1988	present
L. Strauss		Indianapolis, IN	Manager, Castleton Branch	1986	1988

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

National City Bank

White

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Tammy

(Middle)

(Last)		(First)		
NAME OF INSTITUTIO	N: Indiana Busine	ess College - And	len son	
	Names of Co	urses Taught		
Math Fundamentals				
Communication I				
Fundamentals of Math				·
		The state of the s	·	

			· · · · · · · · · · · · · · · · · · ·	
		William		
			Period of A	ttendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Florida A & M	Tallahassee, FL	coursework toward degree	1986	1987
Ball State University	Muncie, IN	BS in General Business	1987	1990
Butler University	Indianapolis, 1N	МВА	1992	1998
CBSD Module B-4	Anderson, IN	Completed workshop in methods "Develop a	2006	2006
		3) (1) (4) (4) (4) (4) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	From:	To:
National City Bank	Anderson	Part time teller	2005	present
Fifth Third Bank	Lawrence, IN	Banking Center Manager	1999	2002
Peoples Bank & Trust	Indianapolis, IN	Sales Manager II	1998	1999
National City Bank	Anderson, IN	Branch Manager II	1990	1997

Instructor Qualification Records

Indiana Business College Columbus

March 2007

Crader

(Last)

INDIANA COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <isb> key to advance to the next field, or select a field by clicking the cursor.

Dianne

(First)

(Last)		(First)		(Middle)	
NAME OF INSTITUTI	ON: Indiar	na Business College 🔱 🖰	olumbi	2S	
	: : Name	s of Courses Taught:			
CommunicationsCO				ting - the first	
	WITOUT OCHAISOO	***************************************	·····		
		, 10 - 10 - 10 - 10 - 10 - 10 - 10 - 10			
				······································	
		My and the state of the state o			
	······································	With the second			
Per la constitución de la consti					
				· · · · · · · · · · · · · · · · · · ·	
					
Source of		and the second s	Period of	Attendance	
Training/Education	Location	Area or Subject of Training/Education	From:	To:	
Ashland University	Columbus, OH	Education	1999	2003	
Ohio State University	Newark, OH	Education	9/1994	6/1998	
Ashland University	Columbus, OH	Masters In Education	2003	2005	
		4//	; 1	2000	
				Constant a Articlement	
Applicable		Exact Nature of	Employme	nt Period	
Experience	Location	Experience	From:	To:	
Jennings County Schools	North Vernon, IN	Substitute Teachers	02/2006	Present	
Bartholomew County Schools	Columbus, IN	Teacher	08/2005	11/2005	
Southwest Licking Schools	Pataskala, OH	Teacher	8/2004	6/2005	
Millersport Elementary	Millersport, OH	Teacher	12/1999	6/2004	

Cummings

(Last)





(Middle)

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <fab> key to advance to the next field, or select a field by clicking the curson.

Laura (First)

NAME OF INSTITUTIO	N: Indiana Busin	ess College —	udmuda ²	<u>S</u>
	, Names of Co	urses Taught:		ent a service
Com090				
Customer Service			······	
Math 095/120				

The state of the s				······································
			Period of A	ttendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Purdue University	West Lafayette, IN	B.A. English	1991	2003
International Business College	Fort Wayne, IN	Diploma-Private Secretarial	1968	1969
÷				
		\$25.0350000000000000000000000000000000000	1000 1000 1000 1000 1000 1000 1000 100	多年40年最大 級與
Applicable		Exact Nature of	Employme	nt Period
Experience	Location	Experience	From:	To:
Purdue University	West Lafayette, IN	Secretary to 7 professors	s 1997	2003
Duke Energy	Lafayette, IN	Secretary to Industrial Power, Sales, Attica	1981	1997

(Middle)

NAME:

Dampier

(Last)

INDIANA COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advence to the next field, or select a field by clicking the cursor.

Terena

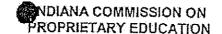
(First)

NAME OF INSTITUTION	N: <u>Indiana</u>	Indiana Business College — ('p) wm bus		
	Names (of Courses Taught: ု 🎠		
KEY102				
ACC101	· · · · · · · · · · · · · · · · · · ·			
**				

		·		
	The second secon		<u> </u>	
Source of		Area or Subject of	Period of Attendance	
Training/Education	Location	Training/Education	From:	To:
Indiana Wesleyan University	Columbus, IN	Accounting/Management	9/2002	9/2004
lvy Tech	Columbus, IN	Accounting	1988	1990

Applicable			Employme	
Experience	Location	Exact Nature of Experience	From:	To:
Diamet Corporation	Columbus, IN	Accounting Supervisory	11/1998	Present
Eagle International	Carmel, IN	Accounting Supervisory	5/1983	1/2002
	here the second			
and the desired state of the st	7			Jako W. Aug

Darlage





INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all iraining/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Vincent

(Last)		(First)		(Middle)	
NAME OF INSTITUT	ION: Indiar	na Business College — 🖰	nd and	S	
	;:ˈૣ\ <u>.</u> ;;;::::::: Name	s of Courses Taught		Sal and	
Accounting I	THE STATE OF THE S				
Intermediate Account	ing I (classroom a	nd online)			
Economics		The state of the s			
Business Math					
Spreadsheets			With the second		
7-100-100-100-100-100-100-100-100-100-10					
the state of the s					
Source of Training/Education	Location	Area or Subject of Training/Education		Attendance	
NAU	Online		From:	To:	
Indiana University	Bloomington, IN	Business	01/02/06	Present	
	Disconnique, hy	Accounting	1992	1994	
	A SYNCE CONTRACTOR OF THE			 	
Applicable	veterijist ve	Exact Nature of	Employme	nt Period	
Experience	Location	Experience	From:	То:	
Royalty Companies	Seymour, IN	Accounting	2000	2001	
Regal Industries	Crothersville, IN	Sales, Marketing	1999	2000	
Maxim Trucks	Scipio, IN	Accounting	1997	1999	
E&C Companies	Columbus, IN	Management, Customer Service	1995	1997	

Hauersperger

INDIANA COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <abb statement to the next field, or select a field by clicking the cursor.

Len

J.

(Last)		(First)		(Middle)	
NAME OF INSTITUTION	ON: Indiana	Business College 🔝 🕼	zudnw	<u> </u>	
Charles Barbara	Names (of Courses Taught		the state of the s	
ACC101					
ACC102					
MAT105					
				· 	
		The manufacture of the second			
		***************************************		:	
Source of	Andrew Company	Area or Subject of	Period of A	ttendance	
Training/Education	Location	Training/Education	From:	To:	
University of Indianapolis	Indianapolis, IN	Business MBA	1991	1993	
IUPUI	Indianapolis, IN	Accounting BS	1987	1988	
Indiana University	Bloomington, IN	Business Management BS	1977	1981	
	Programme and the second secon				
Applicable Experience	Location	Exact Nature of	Employme		
		Experience	From:	To:	
J.C Rentals	Seymour, IN	Accountant/Manager	1990	Present	
Minact	Taylorsville, IN	Accounting Supervisor	1990	1992	
	<u> </u>		<u>}</u>	-	

Hodapp

INDIANA COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Uso the <tab> key to advance to the next field, or select a field by clicking the cursor.

David

(Last)		(First) (Middle)		
NAME OF INSTITUTI	ON: India	na Business College 🕒 🗘	ndmulo	2.
The Associates of the second	nii Airi Name	s of Courses Taught:		
MGT200	21005			
BUS203				
Marine and the second s				
The second secon				
	·		· 5 ·	
Source of		Area or Subject of	Period of	Attendance
Training/Education	Location	Training/Education	From:	To:
Ball State University	Muncie, IN	BA, Marketing, Sales, Promotion	9/1988	12/1991
Applicable	- I	Exact Nature of	Employme	,
Experience	Location	Experience	From:	To:
Centra Credit Union	Columbus, IN	Financial Science Association	2/2006	Present
Acra Automotive	Columbus, IN	Sales, Accounting, Inventory, Customer	12/1995	11/2005
Farm Sureau Insurance	Columbus, IN	Sales, Customer Service	1/1992	12/1998
	THE PROPERTY OF THE PROPERTY O		ļ	

Hospital

Columbus,In

Moss

(Last)





Lynn

1981

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or salect a field by clicking the cursor.

Charlotte

(First)

•			_	
NAME OF INSTITUTION	ON: Indiana I	Business College 🕒 🧜 💍	ndmn	<u>S</u>
	Names o	of Courses Taught:		
Anatomy and Physiolo	gy I & II			
Customer Service				
Pathophysiology				
МОА		·		
Medical Terminolgy				
Pharmacology				
			Period of A	ttendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
71,,,,,,		Bachelors		
Indiana Wesleyan	Columbus, IN	DegreeBusiness Associate' Degree	2001	2003
IUPUC	Columbus, IN	General Studies Practical Nursing	1990	1996
IVYTech	Columbus, IN	Technical Certificate	1980	1981
				DANKE MERKE
			Employme	nt Period
Applicable	Location	Exact Nature of	From:	To:
Experience	Focation	Experience	FIUM.	10.
Tara Treatment Center	Franklin, In	nurse and counselor	1988	2004
Quinco	Columbus,in	mental health technician	1992	1992
Koala	Columbus,In	LPN	1984	1988
Columbus Regional				

LPN

Mount

INDIANA COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

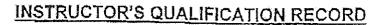
Use the <tab> key to advance to the next field, or select a field by elicking the cursor.

Lorie

(Last)		(First)	(Middle)	
NAME OF INSTITUTIO	N: Indiana Busin	ess College <u>- Co</u>	<u>umbu</u>	S
	⊶ :: Names of Co	urses Taught:		A. 41 4
CSS101		· · · · · · · · · · · · · · · · · · ·		
COM090		the state of the s		
COM105				
homesanna and massar bira badairin a illidi barrar a rasar a r	······································			······································
,			Period of A	Itendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Indiana University	Bloomington/New Albany, IN	Elementary Education	1996	2001
			A- 1- 1-	
The state of the s				
			Employme	
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Jennings County Schools	North Vernon, IN	Teacher 1-6	2001	Present
Small Business Owner	Scottsburg, IN	Co-owner	2001	2003
G H Bass & Co.	Edinburgh, IN	Management	1996	1999
	and an extension of the state o			

Sanders





Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

tise the <lab> key to advance to the next field, or select a field by clicking the cursor.

Deborah

Mae

(Last)		(First)	(Middle)	
NAME OF INSTITUT	ION: Indiana Bu	ısiness College 🕒 🖒	lumbu	<u>S</u>
		Courses Taught:	i i	alking.
Keyboarding 1, 2, 3			PER CONTROL A ECONOMIS	<u>. </u>
Principles of Busines	S			
Com 105		Part		-
Strategies for Succes	S	**************************************	iom	

***			······································	
	Personal and the second of the	***************************************	<u> </u>	
			······································	
Source of		Area or Subject of	Period of	Attendance
Training/Education Southeast Missouri State	Location	Training/Education	From:	To:
University	Cape Girardeau, MO	Bachelor of Science In Business Education	9-68	5-73
			•	
•				
<u> </u>		ASTA DECEMBER SESSE SESSE ASTA SESSE		
Applicable		Exact Nature of	Employme	nt Period
Experience	Location	Experience	From:	To:
Substitute Teacher	Nashville, TN	Substituted in grades 1-12	9-94	3-99
Substitute Teacher	Portageville, MO	Substituted in grades 1-12	9-82	5-85
Teacher	St. Louis, MO	Taught business classes at a Private Business	9-77	5-80
Administrative Support/Payroll Officer	Jefferson City, MO	Provided support and	F 70	0-00

Snoddy

(Last)



INDIANA COMMISSION ON PROPRIETARY EDUCATION



Rebecca (Middle)

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Jennifer

(First)

NAME OF INSTITUTION: Indiana Business College - Columbus				S
	√ ∴ ∵Names of Co	ourses Taught; 🔠	April Person	· i .
KEY 101 - Keyboardinç	ı One			
CPU 200 - Computers	& Office Automation			
CPU 212 - Word Proce	ssing			
CPU 230 - Database				
MAT 095 / MAT 102 - F	rundamentals of Mathen	natics		
the second secon				- Andrew Granden
			-	
Source of		Avec or Subject of	Period of A	ttendance
Training/Education	Location	Area or Subject of Training/Education	From:	To:
Indiana State University	Terre Haute, Indiana	Radio - Tv - Film / Computer Science	08/93	12/2000
Microsoft Office Specialist - Master Instructor	Certification			
111001011103				
				Kedig <u>ad</u> khodkkedi ()
Applicable		Exact Nature of	Employme	nt Period
Experience	Location	Experience	From:	То:
Ivy Tech State College	Телте Haute, Indiana	Instructor	Sept. 01	Sept. 03
Manpower Staffing	Terre Haute, Indiana	Trainer	Aug. 2000	Aug. 2002
Clay Community Schools	Brazil, Indiana	Software Technician / Trainer	Sept. 2002_	Aug. 2005

Instructor Qualification Records

Indiana Business College Evansville

March 2007

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Brinkman

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Lorena

(Last)		(First)	(Middle)	
NAME OF INSTITUTIO	N: Indiana Bu	usiness College - Ev	amsvi)	le_
	Names of	Courses Taught:		·
Keyboarding I; Custom	er Service			
			·	
	•			
				
			.	
				<u> </u>
			Period of A	ttendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Oakland City University	Oakland City, IN	Organizational Management	8/1994	5/1996
Lockyear Business College	Evansville, IN	Elementary Accounting	6/1964	6/1965
	NO DAY AND COLUMN TO THE PARTY OF THE PARTY			
	HE SHE SHE SHE		Employme	
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Warrick Co. Dept. of Economic Development	Booneville, IN	Development Assistant	6/2003	Present
Geiger Transfer and Storage	Evansville, IN	Office Manager Accountant	10/1997	12/2002
HLS Pharmacy	Evansville, IN	Accountant	8/1995	9/1996
, saco i marriady				

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Carpenter

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

John

C.

(Last)		(First)	(Middle)	
NAME OF INSTITUTION	N: Indiana B	usiness College - EU	un svi Ne	<u> </u>
	Names of	f Courses Taught:		
Keyboarding I; Compu	ters and Office Autor	mation; Business Math; Mana	gement;	
Customer Service	·			·
		•		
				•
			<u> </u>	
			Period of A	ttendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Southwest Baptist University	Bolivar, MO	BS Computer Science	8/1992	5/1997
University of Phoenix Online	Online	MS Information Systems Management	8/2004	Present
			Employme	
Applicable Experience	Location	Exact Nature of Experience	From:	To:
BancTec Financial Systems	Springfield, MO	Programmer	5/1998	9/1999
O Jacona				

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:	Crowe		Lindsey		
	(Last)		(First)	(Middle)	
NAME OF	NSTITUTIO	N: Indiana B	usiness College - E	o amsu	ille
	THE POST OF SHEET			36	
d		Names of	Courses Taught:		
Business M	lath; Princip	les of Business; Con	nmunications II; Sales; Econ	omics; Spread	dsheet
		<u> </u>	······································		
	, , , , , , , , , , , , , , , , , , ,				
,					
				Period of A	ttendance
Source of Training/E	ducation	Location	Area or Subject of Training/Education	From:	To:
University of	So. Ind	Evansville, IN	Masters of Business	1/2003	5/2005
Kentucky We	sleyan Coll.	Owensboro, KY	BS Business Administration	8/2001	12/2003
Madisonville	Com Coll.	Madisonville, KY	Business	1/2000	5/2000
University of	So. Ind	Evansville, IN	Occupational Therapy	8/1999	12/1999
10 0 4 2 4 1 4 1 4 1 4 1 4 1 4 1 4 1 4 1 4 1	21 54 25 K W 21 5 44234		gyr daeg i myw y fel cynffeddioloi olgwyddio 1850 o 1990 i		
Applicable			Exact Nature of	Employme	
Experienc	<u>e</u>	Location	Experience -	From:	To:
Old National	Bank	Evansville, IN	Loan Processor	5/2005	9/2006
Old National	Bank	Evansville, IN	Post Closing Specialist	8/2003	5/2005
First United B		Madisonville, KY	Teller/receptionist	5/2000	8/2000
	T. V.	- Commence of the			

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Ettensohn

(Last)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Tracie

(First)

Renee

(Middle)

NAME OF INSTITUTIO	N: Indiana Bu	siness College ー といの	<u>msvill</u>	<u>e</u>)
	Names of	Courses Taught:	<u> </u>	
Career Development				
				
<u> </u>			 -	
·			····	
			Period of A	ttendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
		Quarterly Seminars on		
Indiana Business College	Indianapolis, IN	Career Development	2000	Present
Murray State University	Митау, КҮ	Merchandising/Marketing	1987	1991
		1		
			1	
		Exact Nature of	Employme	
Applicable Experience	Location	Exact Nature of Experience	1	
Applicable Experience	Location	Exact Nature of Experience Instructor for Career	Employme	nt Period
Applicable Experience Indiana Business College	Location Evansville, IN	Exact Nature of Experience Instructor for Career Development Associate Director of	Employme From:	To:
Applicable Experience	Location	Exact Nature of Experience Instructor for Career Development	Employme From:	nt Period To:

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Harper-Sperry

(Last)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Angela

(First)

(Middle)

NAME OF INSTITUTION: Indiana Business College - EVMSVIIIe				
<u>.</u>		f Courses Taught:		
Management; Custome	r Service; Business	Math		<u> </u>
 .				
			· ····	
	-			
			_	
			<u></u>	
Source of		Area or Subject of	Period of A	ttendance
Training/Education	Location	Training/Education	From:	To:
University of Southern Indiana	Evansville, IN	BS Management BS Accounting	8/1985 8/1985	5/1988 12/1987
Southeastern Illinois College	Harrisburg, IL	AS Accounting	1/1983	5/1985
Department of the Author (Author)				
			Employme	
Applicable Experience	Location	Exact Nature of Experience	From:	To:
The Rehabilitation Center	Evansville, IN	Oversee all Accounts	1987	Present
National City Bank	Norris City, IL	Teller	1985	1987
National City State Bank	Norris City, IL	Teller/Bookkeeper	1983	1985

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME: Ka	anoy		Brenda	J	
	.ast)		(First)	(Middle)	
NAME OF INS	TITUTIO	N: Indiana Busi	ness College ーモv	unsvi)	e
			ourses Taught:		
Computers and	d Office /	Automation			
S			Area or Subject of	Period of A	Attendance
Source of Training/Educ	ation	Location	Training/Education	From:	To:
Wright State Univ	ersity	Dayton, OH	Business Education	9/1978	12/1981
New Hanzons		Dayton, OH	Microsoft Office MOS	2001	2006
<u> </u>	······································		4		
Applicable			Exact Nature of	Employme	
Experience		Location	Experience	From:	To:
Senior Network A		Miami Valley Hospital, Dayton, OH	Worked as hospital network analyst	8/1985	10/2006
taught employee Miami Valley to us				V. L. Communication of the Com	
Microsoft Office p word, excel and a	roducts			****	
Word, GAUGI and a	(VCC33		<u></u>		

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Kina

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Mark

A.

(Last)		(First)		(Middle)	
NAME OF INSTITUTION	ON: Indiana Bo	usiness College - EVA	msville		
		Courses Taught:			
Computers and Office	Automation; Busines	s Math; Keyboarding I; Com	outing Essent	ials;	
Customer Service					
		•	::		
	<u> </u>				
_			Period of A	ttendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:	
University of Southern Indiana	Evansville, IN	Business Education	6/1999	5/2001	
Indiana State University	Terre Haute, IN	Sports Administration	1/1990	5/1992	
Indiana State University	Terre Haute, IN	Business Administration	8/1984	1/1990	
madia odro omroroky	Tono Flacto, III	DECONOCCO F CHAIR AND CHAIR	27.00.	,,,,,,,	
Applicable		Exact Nature of	Employme	nt Period_	
Experience	Location	Experience	From:	To:	
Evansville Vanderburgh School Corporation	Evansville, IN	Teaching	2001	2003	
Allied Sports	Evansville, IN	Management, Supervision	1995	1998	
Greater Clark County Schools	Jeffersonville, IN	Special Education Assistant	1993	1995	

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (I.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

	Colich		Kevin		Anthony	
7	Last)		(First)		(Middle)	
NAME OF INS	STITUTIO	N: Indiana Busine	ess College - EV	msvi	11e	
	and the same of th	Names of Co	urses Taught:	: Mgp		
Keyboarding I						
v				, , , , , , , , , , , , , , , , , , , ,		
			, , , , , , , , , , , , , , , , , , ,			
deliterate de	leichagus an naon ann ann an			Period of Attendance		
Source of Training/Edu	cation	Location	Area or Subject of Training/Education	From:	To:	
lvy Tech College) <u> </u>	Evansville, IN	EMT	1987	1988	
College of Woos	ter	Wooster, OH	PE/Biology	1974	1978	
	***************************************		, , , , , , , , , , , , , , , , , , ,			
Applicable			Exact Nature of	Employme	nt Period	
Experience		Location	Experience	From:	To:	
Bryan College		Springfield, MO	MPC/instructor	2003	2006	
Indiana Business	s College	Evansville, iN	MPC/instructor	1994	2003	
St. Mary's Medic		Evansville, IN	Emergency Room EMT	1988	1998	

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME: Riley		Patrick		Michael	
(Last)		(First)	(Middle)		
NAME OF INSTITUTION	ON: Indiana E	Business College - EV	msvi)	e	
	Names o	f Courses Taught:			
Business Math; Keybo	arding I; Manageme	ent			
				 	
			·-·		
			· · ·		
			· · · · · · · · · · · · · · · · · · ·		
				 .	
			Period of A	ttendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:	
University of Southern Indiana	Evansville, IN	BS Accounting	1970	1973	
University of Evansville	Evansville, IN	MBA Business	1976	1980	
			ļ		
			Employme		
Applicable Experience	Location	Exact Nature of Experience	From:	To:	
Arkla Industries	Evansville, IN	Budget Manager	1973	1978	
Peabody Coal Company	Evansville, IN	Accounting Manager	1978	1995	

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

***	Sizemore		Tina		
-	(Last)		(First)	(Middle)	
NAME OF IN	STITUTIO	N: Indaiana E	Business College ~ EV	iansvill	و
		Names of	Courses Taught:		;
Communicati	ons l				
***************************************				·	
					
			, , , , , , , , , , , , , , , , , , ,		
**************************************	····				
Source of			Area or Subject of	Period of A	ttendance
Training/Ed	ucation	Location	Training/Education	From:	To:
University of So	. Indiana	Evansville, IN	English/Journalism	1993	1997
 IUPU		Indianapolis, IN	Library Science	2001	2004
ri eringahen elen	i Haraga Landa Maraha				
				Employme	nt Period
Applicable			Exact Nature of		
Experience Conduct tours a	and nublic	Location	Experience Willard Library Children's	From:	To:
speaking about		Evansville, IN	Librarian Library Children's	1999	2007
library resource	s				
Bamberger, For Oswald, and Ha	eman	Evansville, IN	Law Librarian	1999	2001
:					
Evansville Cour	ier	Evansville, IN	Copy editor	1998	1999

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Smith

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Gerald

E.

(Last)	· · · · · · · · · · · · · · · · · · ·	(First)	(Middle)	
NAME OF INSTITUTIO	N: Indiana Bus	iness College - EV	msville	<u> </u>
	Names of C	ourses Taught:		
Sales; Business Law				
		.,,		
		<u> </u>		
				
		· · · · · · · · · · · · · · · · · · ·		
C		Area or Subject of	Period of A	ttendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Bellarmine University	Louisville, KY	MBA Management	5/82	5/86
St. Bonaventure University	St. Bonaventure, NY	BA Liberal Arts	9/62	6/66
				napavanasisa.
Amaliankla		Exact Nature of	Employme	nt Period
Applicable Experience	Location	Experience	From:	To:
Champion Lab. Sales Mgt	Albion, IL	Managed acct. base	2001	2004
Champion lab	Albion, IL	Dev. Bus. Plan	1997	2001
Premier Autoware	Louisville, Ky	Salesman	1996	1997
	Louisviiio, ity	Calcoman	1,555	

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Walton

(Last)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Amanda

(First)

(Middle)

NAME OF INSTITUTIO	N: Indiana Bu	siness College - EV	ansvill	<u>e</u>
	Names of	Courses Taught:		·
Presentation Skills; Ma	nagement; Business	Math; Customer Service; Ke	eyboarding I	
<u>-</u>			 	
			<u></u>	
-				
			·	
Source of		Area or Subject of	Period of Attendance	
Training/Education	Location	Training/Education	From:	To:
Oakland City University	Oakland City, IN	MS in Management	1/2002	9/2003
University of Southern Indiana	Evansville, iN	Advertising	8/1995	5/1999
			<u> </u>	
			Employme	
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Old National Bank	Evansville, IN	Mortgage loan closing & origination	7/2003	9/2005
Hope of Evansville	Evansville, IN	Housing Rehab	5/2002	7/2003
WIKY	Evansville, IN	Radio Promotions	12/1999	7/2001

Instructor Qualification Records

Indiana Business College Fort Wayne

March 2007

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Brown

David

W.

(Last)

(First)

(Middle)

NAME OF INSTITUTION:

Indiana Business College - Fortwane

Specific Courses that You Teach in Program:

Advanced Composition, Psychology

Location	Area or Subject of Training/Education	Period of Attendance From: To:
Muncie, IN	ABD, EdD	1988-1999
Fort Wayne, IN	MS / Education Supervision	1986-1988
College Park, MD	Business Administration	1977-1986
Location	Exact Nature of Experience	Employment Period From: To:
Fort Wayne, IN	Instructor, Assistant Director of Education,	09/2006 - Present
Angola, IN	Campus Director, Professor of Business	2001-2006
Fort Wayne, IN	Manager of Education & Training	1993-2001
	Muncie, IN Fort Wayne, IN College Park, MD Location Fort Wayne, IN Angola, IN	Muncie, IN Fort Wayne, IN College Park, MD Location Exact Nature of Experience Fort Wayne, IN Instructor, Assistant Director of Education, Professor of Business Fort Wayne, IN Manager of Education & Manager of Education &

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Hatfield

(Last)

Lynda (First) R. (Middle)

NAME OF INSTITUTION:

Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

Pharmacology, Anatomy & Physiology II, Medical Law & Ethics, Professional Perspectives, Math for Medical Professionals

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance
			From: To:
Thomson Education Direct	Scranton, PA	Diploma — Computer Graphic Artist	1999-2003
Indiana University / Purdue University	Fort Wayne, IN	BA- Interpersonal and Public Communication	1987-1995
Indiana University / Purdue University	Fort Wayne, IN	AAS- Nursing	1979-1983
。 1945. " · · · · · · · · · · · · · · · · · ·		對原模等的程序影響自由學學等	一种 图 中共工业 电广告活动
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, IN	Instructor	09/1999 - Present
International Business College	Fort Wayne, IN	Instructor	1995-1999
Lutheran Hospital	Fort Wayne, IN	Nursing- Health Education Public	1983-1996

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Bowman

(Last)

Allan (First)

L. (Middle)

NAME OF INSTITUTION: Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

Income Tax, Database, Accounting I, Sales, Computer and Office Automation

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Air Force Institute of Technology	Dayton, OH	MS-Management	1974-1975
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
DO McCombs and Sons	Fort Wayne, IN	Family Counselor	12/2004-12/2006
Boy Scouts of America	Fort Wayne, IN	Operations / Program Director	1999-2004
Michiana College	Fort Wayne, IN	Instructor	1998-1999
Ash Brokerage	Fort Wayne, IN	Chief Financial Officer	12/1995-3/1998

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

(First)

NAME:

Hathaway

(Last)

Thomas

H. (Middle)

NAME OF INSTITUTION:

Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

Introduction to Corrections, Introduction to Criminal Justice, Business Law, Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana University / Purdue University Indianapolis	Indianapolis, IN	Criminal Justice / Political Science	From: To: 1976-1980
Indiana University / Purdue University Fort Wayne	Fort Wayne, IN	Public Affairs, Public Finance	1981-1988
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Securitas	Fort Wayne, IN	Security Officer	2005-12/2006
Allen County Government	Fort Wayne, IN	Jail Commander	1977-2004
Concordia University	Fort Wayne, IN	Instructor	2000-2006
IVY Tech State College	Fort Wayne, IN	Instructor	1998-2004

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Hatfield

(Last)

Lynda

(First)

(Middle)

NAME OF INSTITUTION:

Indiana Business College - Fort Wanne

Specific Courses that You Teach in Program:

Pharmacology, Anatomy & Physiology II, Medical Law & Ethics, Professional Perspectives, Math for Medical Professionals

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance
a s marriagy managements		1141111119/ 244044011	From: To:
Thomson Education Direct	Scranton, PA	Diploma – Computer Graphic Artist	1999-2003
Indiana University / Purdue University	Fort Wayne, IN	BA- Interpersonal and Public Communication	1987-1995
Indiana University / Purdue University	Fort Wayne, IN	AAS- Nursing	1979-1983
·			
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business	Fort Wayne, IN	Instructor	09/1999 - Present
College			
International Business College	Fort Wayne, IN	Instructor	1995-1999
International	Fort Wayne, IN Fort Wayne, IN		

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Bowman

(Last)

Allan (First) L.

(Middle)

NAME OF INSTITUTION: Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

Income Tax, Database, Accounting I, Sales, Computer and Office Automation

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Air Force Institute of Technology	Dayton, OH	MS-Management	1974-1975
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
DO McCombs and Sons	Fort Wayne, IN	Family Counselor	12/2004-12/2006
Boy Scouts of America	Fort Wayne, IN	Operations / Program Director	1999-2004
Michiana College	Fort Wayne, IN	Instructor	1998-1999
Ash Brokerage	Fort Wayne, IN	Chief Financial Officer	12/1995-3/1998

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Hathaway

Thomas

H.

(Last)

(First)

(Middle)

NAME OF INSTITUTION:

Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

Introduction to Corrections, Introduction to Criminal Justice, Business Law, Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana University / Purdue University Indianapolis	Indianapolis, IN	Criminal Justice / Political Science	1976-1980
Indiana University / Purdue University Fort Wayne	Fort Wayne, IN	Public Affairs, Public Finance	1981-1988
计多数定数存储 化物质 医红色	《中国》第149 在第1988 (第8	(1) July 10 (Bloom 12) A North Commission (1997)	。 1. 10年10年(1. 14年10月) 1. 14年10年(1. 14年10月) 1. 14年10年(1. 14年10月) 1. 14年10年(1. 14年10月) 1. 14年10年(1. 14年10月) 1. 14年10年(1. 14年10月) 1. 14年10年(1. 14年10月) 1. 14年10日(1. 14年10日) 1. 14年10日)
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Securitas	Fort Wayne, IN	Security Officer	2005-12/2006
Allen County Government	Fort Wayne, IN	Jail Commander	1977-2004
Concordia University	Fort Wayne, IN	Instructor	2000-2006
IVY Tech State College	Fort Wayne, IN	Instructor	1998-2004

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Renz

Sherri

(Last)

(First)

(Middle)

NAME OF INSTITUTION:

Indiana Business College - Fort Womne

Specific Courses that You Teach in Program:

Computer & Office Automation, Principles of Business, Keyboarding II, Spreadsheet, Management

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Institute of Technology	Fort Wayne, IN	BS, Business Administration	1994-2002
Indiana Institute of Technology	Fort Wayne, IN	МВА	1998-2002
THE RESIDENCE OF THE PARTY OF T		建 列州·亚尔巴列克罗马克里。	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, IN	Instructor	04/2005 - Present
Specialty Entrance Technologies	Ossian , IN	Business Consultant	4/2004-Present
Michiana College	Fort Wayne, IN	Instructor	6/2002-8/2004

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Lewis

(Last)

Michael (First)

(Middle)

NAME OF INSTITUTION:

Indiana Business College - Fort WMNE

Specific Courses that You Teach in Program:

Accounting II, Accounting III, Principles of Business, Payroll / 10Key, Introduction to Algebra

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Kent State University	Kent, OH	BS, Business Administration	1970-1974
Applicable	Location	Exact Nature of Experience	Employment Period From: To:
Experience Indiana Business College	Fort Wayne, IN	Instructor	01/2003 - Present
HASS Door	Bryan, OH	Controller, GM	1989-1999
Michael Lewis CPA	Bryan, OH	Self Employed Consultant	1984-1989

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Bleeke

(Last)

Kathy (First) K.

(Middle)

NAME OF INSTITUTION:

Indiana Business College - Fort Womne

Specific Courses that You Teach in Program:

Strategies for Success

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Wesleyan University	Marion, IN	BS, Business Administration	9/1991-8/1994
International Business College	Fort Wayne, IN	AS, Business Administration	5/1998-4/1991
es e			
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, In	Instructor	05/2004-Present
International Business College	Fort Wayne, IN	Instructor	9/1191-8/1994
Hanson Aggregates	Fort Wayne, IN	Sales, Customer Relations	1987-2001

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Bleeke

(Last)

Kathy (First) K. (Middle)

NAME OF INSTITUTION:

Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

Strategies for Success

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Wesleyan University	Marion, IN	BS, Business Administration	9/1991-8/1994
International Business College	Fort Wayne, IN	AS, Business Administration	5/1998-4/1991
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, In	Instructor	05/2004-Present
International Business College	Fort Wayne, IN	Instructor	9/1191-8/1994
Hanson Aggregates	Fort Wayne, IN	Sales, Customer Relations	1987-2001

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Rathburn

(Last)

Christine

(First)

(Middle)

NAME OF INSTITUTION:

Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

Customer Service, Strategies for Success

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Thomas M. Cooley Law School	Lansing, MI	Juris Doctorate	5/1999-1/2003
Indiana University	South Bend, IN	Bachelor General Studies	1994-1996
	Remains a section of the Augustian Section of the Augustian Section Section Section Section Section Section Sec		
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, IN	Instructor, Assistant Director of Education, Director of Education	09/2004 - Present
Michiana College	Fort Wayne, IN	Instructor	2002-2004
Rochester / Logansport Community Schools	Rochester, Logansport, IN	Substitute Teaching	1998-1999
Community Schools			

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Sattison

(Last)

Daniel (First)

М.

(Middle)

NAME OF INSTITUTION: Indiana Business College - For + Wmne

Specific Courses that You Teach in Program:

Career Development

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana University	Fort Wayne, IN	BS- Education	1993-1997
en flerke enne 1996 ble krief den enne flerke kan Neuekkelde op 'en en gjene ege gever op de <mark>n enn</mark>	·		
	Talkin da Alle Galle Balleria	"是我的话是为你是好想	建设设置设置金额的
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, IN	Instructor, DOCS	10/2004-Present
Michiana College	Fort Wayne, IN	Instructor, Registrar	10/1999-8/2004
West Noble HS	Ligonier, IN	Teacher	9/1998-6/1999
Prairie Heights Middle School	LaGrange, IN	Teacher	09/1997-06/1998

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Hathaway

Thomas

Н.

(Last)

(First)

(Middle)

NAME OF INSTITUTION:

Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

Introduction to Corrections, Introduction to Criminal Justice, Business Law, Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana University / Purdue University Indianapolis	Indianapolis, IN	Criminal Justice / Political Science	1976-1980
Indiana University / Purdue University Fort Wayne	Fort Wayne, IN	Public Affairs, Public Finance	1981-1988
		The second secon	
1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	生物 经未完成 经租赁的	NOTES (NOTES AND ENTRY OF SOME	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Securitas	Fort Wayne, IN	Security Officer	2005-12/2006
Allen County Government	Fort Wayne, IN	Jail Commander	1977-2004
Concordia University	Fort Wayne, IN	Instructor	2000-2006
IVY Tech State College	Fort Wayne, IN	Instructor	1998-2004

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Smith (Last)

Greg (First) **D.** (Middle)

NAME OF INSTITUTION: Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

Intermediate Accounting II, Payroll / 10 Key, Presentation Skills

Location	Area or Subject of Training/Education	Period of Attendance From: To:
North Manchester, IN	BA- Accounting	1987-1991
	Accounting	Exp 2009
Location	Exact Nature of Experience	Employment Period From: To:
Fort Wayne, IN	Instructor	01/2003-Present
Fort Wayne, IN	Consulting work	2002-present
Fort Wayne, IN	Controller	1990-2002
	North Manchester, IN Location Fort Wayne, IN Fort Wayne, IN	North Manchester, IN BA- Accounting Accounting Location Exact Nature of Experience Fort Wayne, IN Consulting work

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Strodtbeck

(Last)

Josh (First) P.

(Middle)

NAME OF INSTITUTION: Indiana Business College - For + Wayne

Specific Courses that You Teach in Program:

Fundamentals of Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Rose Hulman	Terre Haute, IN	BS-Math	09/1999-05/2003
University of Kentucky	Lexington, KY	MA- Math	09/2003-04/2006
Applicable	Location	Exact Nature of	Employment Period
Experience		Experience	From: To:
University of KY	Lexington, KY	Instructor	08/2003-05/2006
Construction	Terre Haute, IN	Apprentice	06/2002-08/2002
GroundKeeper	Indianapolis, IN	Landscaping	06/2001-08/2001

INSTRUCTOR QUALIFICATION RECORD

NAME: Dawson	Grant	Α			
(Last)	(First)	(Middle)			
NAME OF INSTITUTION: In	diana Business College	- Fort Wayne			
Specific Courses that you Teach in a Program: Business Administration – Marketing					
BUS200 Fundamentals of E-	Business				

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendar From:	
Indiana Business College	Indianapolis, IN	CISCO Network Associate	2001	2004
	111111111111111111111111111111111111111	111111111111111111111111111111111111111		
Applicable Experience	Location	Exact Nature of Experience	Employr From:	nent Period To:
Self Employed	Indianapolis	IT Consulting	04	12/05
Stafford Research	Indianapolis	IT support	2004	2005
GT Computers	Indianapolis	IT Support	2000	2004

INSTRUCTOR QUALIFICATION RECORD

NAME: Dawson	Grant	Α			
(Last)	(First)	(Middle)			
NAME OF INSTITUTION: Inc	diana Business College	- Fort Wayne			
Specific Courses that you Teach in a Program: Business Administration – Marketing					
BUS200 Fundamentals of E-	Business				

Source of Training/Education	Location	Area or Subject of Training/Education	Period o Attendar From:	
Indiana Business College	Indianapolis, IN	CISCO Network Associate	2001	2004
1/11/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1	///////////////////////////////////////	111111111111111111111111111111111111111		
Applicable Experience	Location	Exact Nature of Experience	Employr From:	nent Period To:
Self Employed	Indianapolis	IT Consulting	04	12/05
Stafford Research	Indianapolis	IT support	2004	2005
GT Computers	Indianapolis	IT Support	2000	2004

Instructor Qualification Records

Indiana Business College Indianapolis

March 2007

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Allen, (Last) John

(First)

(Middle)

NAME OF INSTITUTION: Indiana Business College - In & mapolis

Specific Courses that You Teach in Program: Business Administration — Marketing MGT200 Management

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Ball State University	Muncie, IN	BS	9/86 to 5/91
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Charter One Bank	Indianapolis, IN	Vice President	2003 to Present
Union Planters Bank	Indianapolis, IN	Vice President	9/91 to 2003
Empowerment Specialist	Indianapolis, IN	Owner	2/02 to Present

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Bray, Ernest L.

(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapoli S

Specific Courses that You Teach in Program: Business Administration – Finance CPU200 Computers and Office Automation; 212 Word Processing; CPU220 Spreadsheets

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Institute of Technology	Indianapolis, IN	Bachelor's in Business Administration	Completed May, 1999
Indiana Institute of Technology	Indianapolis, IN	Master's in Human Resource Management	Completed - May, 2003
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Kelly Services/ Chase Bank	Indianapolis, IN	Research to determine 2 nd mortgage or Deed of Trust on-line	8/06 to 9/06
Kelly Services/CTB McGraw-Hill	Indianapolis, IN	Evaluator of ISTEP Tests	10/05 to 9/06
Oakland City University	Indianapolis, IN, campus location	Adjunct instructor	9/05 to 12/05
Ivy Tech State College	Indianapolis, IN	Adjunct instructor	1/04 to 5/05
U.S. Army	Fayetteville, NC	Cannon crew	1982 to 1986

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Brown, Paulette

(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapo 1 S

Specific Courses that You Teach in Program: Business Administration — Marketing CSS100 Strategies; COM206 Communication II: COM105 Communication I

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Wesleyan	Indianapolis, IN	BS in Business	Completed 12/99
Indiana Wesleyan	Indianapolis, IN	MSM in Business	Completed 12/01
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
The Ford Group	Indianapolis, IN	Writer	7/00 to 6/03
Then Possibilities Network	Learning Consultant	Recruitment	5/02 to 10/02
Meredian Financial	Administrative Assistant	Receptionist	8/99 to 7/00

INSTRUCTOR QUALIFICATION RECORD

NAME:Chilton,	Edi	th	M			
(Last)	(Fi	rst) (I	Middle)			
NAME OF INSTITUTION: Indiana Business College - Indianapoli S						
Specific Courses tha	t you Teach in a Pro	gram: Business Admini	istration - M	arketing		
BUS100 Principles of						
Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From:	e To:		
Central State U	Wilberforce, OH	Bus Mgmt	9/78	6/82		
Applicable	Location	//////////////////////////////////////		ent Period		
Experience	Location	Experience	From:	To:		
Safeco Insurance	Indianapolis, IN	Finance	7/98	5/04		
IBC	Indianapolis, IN	Instructor	9/95	12/97		
Equity Finance	Carmel, IN	Finance	10/94	9/95		
l certify that th		is correct to the best o	f my knowle	edge.		
SIGNATURE OF INST	IKUUIUK	DATE				

INSTRUCTOR QUALIFICATION RECORD

NAME: Dawson	Grant	Α		
(Last)	(First)	(Middle)		
NAME OF INSTITUTION: Indi	ana Business College ~	Indianapolis		
NAME OF INSTITUTION: Indiana Business College - Indiamapolis Specific Courses that you Teach in a Program: Business Administration - Marketing				
BUS200 Fundamentals of E-B	usiness			

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendar From:	
Indiana Business College	Indianapolis, IN	CISCO Network Associate	2001	2004
111111111111111111111111111111111111111	111111111111111111111111111111111111111	<i> </i>	111111111111111111111111111111111111111	(((((((((((((((((((((((((((((((((((((((
Applicable	Location	Exact Nature of	Employn	nent Period
Experience		Experience	From:	To:
Self Employed	Indianapolis	IT Consulting	04	12/05
Stafford Research	Indianapolis	IT support	2004	2005
GT Computers	Indianapolis	IT Support	2000	2004

INSTRUCTOR'S QUALIFICATION RECORD

NAME:	Denehie (Last)		Elizabeth (First)	Littlejohn (Middle)	
			ess College – Indi		ohis
BUS260-Ca		_			
Source Training/I		Location	Area or Subject of Training/Education		iod of ıdance To:
Ball State U	niversity	Muncie, IN	General Studies, special education	1990	1994
	<u> </u>		example of the property of the		
Applic Exper		Location	Exact Nature of Experience	Employm From:	ent Period To:
Substitute t		Fayetteville, NC Terre Haute, IN	Teacher	1999	2003
Sylvan Lear Center	ning	Fayetteville, NC	Teacher	2000	2001
School for t	he Deaf	Indianapolis, IN	Teaching practicum	9/1991	12/1991
		ove information is c	correct to the best of my	knowledge	2.

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Farmer, (Last)

Belinda (First)

Ann (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that You Teach in Program: Business Administration - Marketing BUS260 Career Development

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Oakland City University	Oakland City, IN	BS in Organizational Management	2002 to 2004
Indiana Business College	Columbus, IN	Office Systems Specialist	1997 to 1999
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Indianapolis, IN	Director of Career Services	8/06 to Present
Indiana Business College	Indianapolis, IN	Asst. Director of Career Services	12/04 to 8/06
Indiana Business College – Corporate	Indianapolis, IN	Administrative Duties	4/99 to 12/04

INSTRUCTOR QUALIFICATION RECORD

NAME: Heavin,	Diane		M				
(Last)	(First) (N		Viiddle)				
NAME OF INSTITUTION: Indiana Business College - Indianayohis							
Specific Courses that you Teach in a Program: Business Administration - Marketing KEY101 Keyboarding I; BUS230 Business Office Procedures							
Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:				
University of Indianapolis	Indianapolis, IN	Elementary Education BS	9/77 5/81				
University of Indianapolis	Indianapolis, IN	Elementary Education MA	1/82 6/89				
111111111111111111111111111111111111111	111111111111111111111111111111111111111						
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:				
Teach Reading and Math	Greenwood, IN	Teaching	9/84 1/86				
Substitute Teaching	Indianapolis and Greenwood	Teaching	9/81 4/85				
I certify that the above information is correct to the best of my knowledge.							
SIGNATURE OF INSTRUCTOR DATE							

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Henn, (Last) Sharyn (First) Rose (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that You Teach in Program: Business Administration - Marketing COM206 Communication II; COM105 Communication I; COM09 Fundamentals of Communication; MAT105 Business Math; MAT095 Fundamentals of Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance
			From: To:
Nazareth College	Kalamazoo, MI	Sociology major w/psychology and education minors	8/68 to 12/71
Western Michigan University	Kalamazoo, MI	Educational Leadership	8/72 to 8/78
ESL Certification	Texas	Jr. high and adults	1978 to 1979
	Lindra de suavanes la mergranenta pedas	nai sa naswet, siprima na si	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Academic Advisor	Greenwood, IN	Adult students in Distance Learning	1/06 to 3/06
GED & ESL Teacher	Normal, IL	Created individual programs for students	10/01 to 10/03
Middle School Teacher	Plano, TX	ESL and substitute	11/97 to 7/01

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: New

Newton

David

(Last)

(First)

(Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that You Teach in Program: Help Desk Administration

ITS100 Introduction to Technical Computer Concepts; ITS105 Introduction to Electricity and Electronics; ITS115 Problem Solving; ITS150 Computer Systems & Emerging Technologies; ITS155 Computer Network Infrastructure; ITS165 Help Desk Procedures; ITS200 Windows Administration; ITS210 Macintosh Technologies; ITS220 Troubleshooting; ITS230 Strategies and Ethics for the IT Professional; ITS235 Security and Privacy; ITS250 CompTIA A+ Practicum; ITS255 CompTIA Network+ Practicum; ITS260 MCDST Practicum; ITS285 CompTIA Security+ Practicum

Location	Area or Subject of Training/Education	Period of Attendance
		From: To:
Terre Haute	Networking	1/00 to 9/00
Terre Haute	MCSE	1/00 to 9/00
Indianapolis	Computing Essentials	9/00 to 1/07
Indianapolis	Home Technology Integration	9/03 to 1/07
Location	Exact Nature of Experience	Employment Period From: To:
Clinton	PC Repair	3/97 to 3/00
Line Tech	Automotive Computer Repair	1991 to 3/00
	Terre Haute Indianapolis Indianapolis Location Clinton	Terre Haute Networking Terre Haute MCSE Indianapolis Computing Essentials Indianapolis Home Technology Integration Location Exact Nature of Experience Clinton PC Repair Line Tech Automotive

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Plunkett

Anthony (First)

(Last)

(Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that You Teach in Program: Business Administration - Marketing BUS205 Economics; BUS202 Marketing; BUS203 Sales

Source of Training/Education	Location	Area or Subject of Training/Education	Perio Atten	od of dance
· -			From:	To:
University of Phoenix	Las Vega, NV	Organizational Management	2001	2002
California State University	Bakersfield, CA	Economics	1990	1993
Antelope Valley College	Lancaster, CA	Business/General Education	1987	1990
County California (1974) Annia i viena imprimo propriata di mono di finali del Paragolo di California di Californi			Property of the second	
Applicable Experience	Location	Exact Nature of Experience	Employme From:	ent Period To:
Utah Career College	Salt Lake City, UT	Teaching AAS level Business Courses	1997	1999
Utah Travel and Tourism Board	Salt Lake City, UT	Teaching Customer Service	1994	1999
PCC Inc. – Marketing Director	Tehachapi, CA	Publication design, marketing, and management	1988	1995
NOS Communications – Motivation Manager	Las Vegas, NV	Managed motivation department/opened overseas office	2001	2004
KBA Marketing –Field Manager	Salt Lake City, UT	Opened new market, accounts and managed venue contracts	1999	2001

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:	Ray (Last)	James (First)	(Middle)
NAME OF IN	ISTITUTION: Ir	idiana Business College	- Indianapolis

Specific Courses that You Teach in Program: Business Administration – Management BUS200 Fundamentals of E-Business; MGT260 Project Management I; MGT265 Project Management II

Source of Training/Education	Location	Area or Subject of Training/Education		iod of ndance
J.		J.	From:	To:
Oklahoma City University	Oklahoma City, OK	Masters of Business Administration	1995	1998
Park University	Parkville, Missouri	B.A. Management	1982	1987
			The American Control of the Control	
Applicable	Location	Exact Nature of	Employm	ent Period
Experience		Experience	From:	To:
Indiana Business	Indianapolis, IN	Director of	2002	present
College	_ ,	Education		_
ETS, Inc.	Indianapolis, IN	Project Manager	1998	2000
Day and Zimmerman Services	Oklahoma City, OK	Project Manager	1998	2000
Corporate Trainer	United States Air Force	Leadership, Management, total Quality Management	1978	1998

I certify that the above information is correct to the best of my knowledge.					
SIGNATURE OF INSTRUCTOR	DATE				

INSTRUCTOR'S QUALIFICATION RECORD

NAME: Robinson,	Albe	rta Eliz	zabeth
(Last)		(First)	(Middle)
NAME OF INSTITUT	ION: Indiana Busines	ss College - Indi	ianapolis
		am: Business Administ ACC202 Cost Accounting	
Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
University of St. Francis	Fort Wayne, IN	Accounting	8/92 to 5/96
Indiana Wesleyan	Marion, IN	Management	2/03 to 12/05
	The state of the s		
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Ten Adams Advertising	Indianapolis, IN	Payroll, daily accounts, delinquent accounts (providing solutions)	1997 to 1999
Intelenet	Indianapolis, IN	Manager over staff accountants	1999 to 2005
Commission	Indianapolis, IN	Staff Accountant	2005 to 2006

INSTRUCTOR'S QUALIFICATION RECORD

NAME:	Sears (Last)		Aaron (First)	(Middle)	
	ourses tha	t You Teach in Prog	ess College – Twd. ram: Business Administi		
Source Training/E	e of	Location	Area or Subject of Training/Education	1	od of dance To:
Ball State University		Muncie, IN	Criminal Justice BS	1990	1995
Applio Experi		Location	Exact Nature of Experience	Employm From:	ent Perioc To:
Greenwoo Probation		Greenwood, IN	Support Officer	2005	
Hendricks Probation	County	Indianapolis	Support Officer	2004	2005
	unty	Indianapolis	Support Officer	1996	2000

INSTRUCTOR QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Sweitzer	Scott	
(Last)	(First)	(Middle)
NAME OF INSTITUTION: In	diana Business College 🗢	Indianapolis
Specific Courses that you	Геасh in a Program: CISCO	

CIS160 Cisco I; CIS200 Cisco II; CIS205 Cisco II Lab; CIS220 Cisco III; CIS225 Cisco III Lab; CIS230 Cisco IV; CIS235 Cisco IV Lab; ITS150 Computer Systems & Emerging Technologies; ITS230 Strategies and Ethics for the IT Professional; ITS250 Hardware Technologies Practicum

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attenda	
			From:	To:
Indiana State University	Terre Haute, IN	English	1995	1996
University of Illinois	Champaign, IL	Rhetoric	1989	1993
Microsoft Certified Professional	Terre Haute, IN	NT Server, Workstation, Win 95	1995	1995
A+ Technician	Terre Haute, IN	DOS/Windows	1996	1996
11/11/11/11/11/11/11/11/11/11/11/11/11/	111111111111111111111111111111111111111	///////////////////////////////////////	11/1/1/1/1/1/1/	111111111111111111111111111111111111111
Applicable Experience	Location	Exact Nature of Experience	Employ From:	ment Period To:
IT Program Coordinator, IBC	Indianapolis	CISCO A+	2002	2005
IT Program Director/Instructor, IBC	Indianapolis	CISCO Network+ and I Net	2001	2002
IT Instructor, IBC	Indianapolis	CISCO, Computing Essentials	2000	2000

I certify that the above information is correct to the best of my knowledge.

INSTRUCTOR QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Temple	Diana M		Λ	
(Last)	(First	<u>;) </u>	/liddle)	
NAME OF INSTITUTION: Indiana Business College Indiana Polis				
Specific Courses that	you Teach in a Progr		,	
CSS100 Strategies; SP				
	·····			
Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:	
Indiana Wesleyan U.	Marion, IN	Business Administration MBA	1994 1996	
Indiana Wesleyan U.	Marion, IN	Business BS	1988 1991	
111111111111111111111111111111111111111	///////////////////////////////////////	111111111111111111111111111111111111111	111111111111111111111111111111111111111	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
IPL	Indianapolis, IN	Customer Service	1981 1998	
I certify that the above information is correct to the best of my knowledge.				

DATE

SIGNATURE OF INSTRUCTOR

INSTRUCTOR'S QUALIFICATION RECORD

NAME: W	Vesselm	an	Charles	Edward
(I	Last)		(First)	(Middle)
Specific Cour CPU200 Com	ses that puters a	: You Teach in Progra	m: Business Administr n; CPU212 Word proce 5 Communication I	ation - Marketing
Source of Training/Edu		Location	Area or Subject of Training/Education	Period of Attendance From: To:
Concordia University		Moquon, WI	B.A. Business Administration	1994 1996
Applicab Experien		Location	Exact Nature of Experience	Employment Period From: To:
National Adv Corps		Mountain View, CA	Instruct employees on computer maintenance	1971 1981
Tandem Com	puters	Cupertino, CA	Customer Service	1991 1997
ITT Technica Institute	1	Indianapolis, IN	Electronics School Chair	1997 2006
I certify that	the abo	ove information is cor	rect to the best of my	knowledge.
SIGNATURE	OF INST	RUCTOR		DATE

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NVWE:				
	ш	•	IVI	

Whalen, (Last)

E. (First) Alan (Middle)

NAME OF INSTITUTION: Indiana Business College - Indiana polis

Specific Courses that You Teach in Program: Business Administration - Marketing ACC101 Accounting I; ACC102 Accounting II; FIN200 Introduction to Finance; MAT105 Business Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:	
Indiana University	Indianapolis, IN	BS in Criminal Justice and Sociology	1972 to 1976	
University of Indianapolis	Indianapolis, IN	МВА	1983 to 1987	
			er Septiment in the control of the c	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Home Town America	El Mirage, AZ	Manager	5/00 to 5/04	
Charter Hospital	Indianapolis, IN	Facility Manager	4/99 to 4/00	
Floors Are Us	Indianapolis, IN	General Manager	11/95 to 3/99	

Instructor Qualification Records

Indiana Business College Lafayette

March 2007

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME: E	3orisenko	<u> </u>	Sandra	L			
(Last)			(First)		(Middle)		
NAME OF IN:	STITUTIC	ON: Indiana Busic	enss College - Lat	anette			
in a later was in							
ediyacar karıları	a. Santa	Namestoly	ourses Taught:				
Accounting I,	Accounti	ing II, Corporate Accoun	iting, Cost Accounting, In	troduction to F	inanace,		
Principles of E	3anking, l	nterpreting Financial Sta	atements, Payroll/10-Key				
A STATE OF THE STA							
	DO THE WAS LIKELY OF THE WANTE				······································		
			the special section of the section o				

	waa						
Source of			Area or Subject of	Period of A	ttendance		
Training/Edu	ıcation	Location	Training/Education	From:	To:		
Purdue Universi	ty	Hammond, IN	Accounting	8/96	12/00		
A CANADO ANA	Bostonia						
	SE SERVE			* * * * * * * * * * * * * * * * * * *	. ••••••••••••••••••••••••••••••••••••		
Applicable			Exact Nature of	Employme	nt Period		
Experience		Location	Experience	From:	To:		
Ivy Tech Commi College	unity	Gary, IN & Lafayette, IN	Teaching	8/03	8/06		
				4/03	7/03		
Sawyer College		Merrillville, IN	Teaching				
AGA Gas Inc		Lansing, IL	Accounting	1988	1995		
1		1	1	I	1		

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME: _	Dilley		Catherine	1	
	(Last)		(First)	(Middle)	
NAME OF IN	ISTITUTI	ON: Indiana B	usiness College ~ 🗽	fayett	-و
	n sir ya-Si si	Names of	Courses Taught:		
Business Lav	w, Comm	unication I, Communi	cation II, Human Resource I	Law.	
		Inciples of Business,			
4 4 4 4 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5		interpret of Education of the	Haragangir		
			·		
·		,		*****	
to a contract to the contract		· · · · · · · · · · · · · · · · · · ·		· ·	······································
hanner and the community					· · · · · · · · · · · · · · · · · · ·
			in the second		
	· · · · · · · · · · · · · · · · · · ·	· STATE THE STATE OF THE STATE			
Source of			Area or Subject of	Period of A	Attendance
Training/Edu	ucation	Location	Training/Education	From:	To:
Purdue Universi	ity	W. Lafayette, IN	Org. Communications	8/96	12/05
Western State U	University	Fullerton, CA	Law	8/82	5/88
Western State U	Iniversity	Fullerton, CA	Business Administration	8//2	5/88
25.500.495.796.8					
Applicable			Exact Nature of	Employme	nt Period
Experience		Location	Experience	From:	To:
Dilley & assoc.			Attorney	11/90	12/01

INSTRUCTOR'S QUALIFICATION RECORD

instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

	Hula (Last)		Timothy (First)	S (Middle)	
NAME OF IN	,	ON: Indiana Bu	siness Collège ~ Lo	famott	e
			Courses Taught		
Advertising, C	areer De	velopment, Marketing	, Sales		
		A contract the state of the sta		1111 1111 11 11 11 11 11 11 11 11 11 11	
			unia a		
Source of Training/Edu	ıcation	Location	Area or Subject of Training/Education	From:	Attendance To:
Ball State Univer	rsity	Muncie, IN	Marketing	8/92	12/96
Purdue Universit	ty	West Lafayette, IN		8/88	5/91
	·				
Applicable			Exact Nature of	Employme	nt Period
Experience		Location	Experience	From:	To:
Indiana Busines	s College	Lafayette, IN	Instructor, placement	6/04	Present
Irvin Concrete P	roducts	Lafayette, IN	Sales		
Hawkins Outdoo	or	Lafayette, IN	Sales	7/02	10/03
Journal and Cou	rier	Lafayette, IN	Sales	1/97	9/00

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME: Layman (Last)		Alan (First)		R (Middle)	
NAME OF INSTITUTION	ON: Indiana Bu	Indiana Business College - Latamette			
	Names of	Courses Taught:	i Nakasiin	in the second se	
Business Math					
And the second s			· · · · · · · · · · · · · · · · · · ·		
3	· · · · · · · · · · · · · · · · · · ·				
***************************************	MANUFACTURE TO THE PARTY OF THE		M		
Source of	CHE ACCIONE	Aron or Cylhinot of	Period of A	ttendance	
Training/Education	Location	Area or Subject of Training/Education	From:	To:	
Indiana State University	Terre Haute, IN	Secondary Math Education	8/99	8/03	
1977 - 19					
Applicable		Exact Nature of	Employme	nt Period	
Experience	Location	Experience	From:	To:	
Crawfordsville Community Schools	Crewforderitte thi		8/05	Present	
Indianapolis Public	Crawfordsville, IN	Math teacher			
Schools	Indianapolis, IN	Math Teacher	8/03	8/05	
			*		

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME: Mohler			Richard		D	
(Last)			(First)		(Middle)	
NAME OF IN	ISTITUTIO	N: Indiana Busine	ess College - Lat	ayette	2	
			has not because the property for element for the	J		
and Albertain		Names of Co	urses Taught:			
Computers a	ind Office A	Automation, Word Proces	ssing, Speadsheets, Data	abase		
·						
				·	The state of the s	
	m.comeloidiiniidiiniooma					
				· · · · · · · · · · · · · · · · · · ·		
A CONTRACTOR OF THE PARTY OF TH			100 100 100 100 100 100 100 100 100 100			
		······································				
Source of			Area or Subject of	Period of A	ttendance	
Training/Ed	ucation	Location	Training/Education	From:	To:	
Indiana Busine	ss College	Lafayette, IN	Microsoft Network Administration	10/99	7/01	
			Computer Information	1/96	5/97	
lvy Tech State	College	Lafayette, IN	Systems Restaurant, Hotel &	1/90	9/9/	
Purdue Univers	sity	West Lafayette, IN	Institutional Management	6/70	5/79	
	- AMPERICA SERVICE PARAMETERS AND					
Applicable			Exact Nature of	Employme	nt Period	
Experience		Location	Experience	From:	To:	
Indiana Busine	ss College	Lafayette, IN	Instructor	1/98	Present	
Ivy Tech State	College	Lafayette, IN	Instructor	8/98	5/99	
Sorrento's Res	taurant	West Lafayette, IN	Management	4/91	495	

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME: Nichols			Elizabeth		M	
•	(Last)		(First)		(Middle)	
NAME OF I	NSTITUTIC	ON: Indiana Bu	Indiana Business College - Latay ette			
		Names of	Courses Taught:		**************************************	
Business Of	fice Proced	dures, Communicatio	n I, Communication II, Mana	agement,		
Presentation	Skills, Str	ategies for Success,				

			A CONTRACTOR OF THE PROPERTY O			
	<u> </u>	·				
•						
				Period of A	ttendance	
Source of Training/Ed	lucation	Location	Area or Subject of Training/Education	From:	To:	
Purdue Univers	sity	West Lafayette, IN	Management	8/87	5/03	
Cottey College	:	Nevada, MO	Liberal Arts	8/85	5/87	
			randid da da da (4 di districa () transitation de la companya de la companya de la companya de la companya d			
			and the same of th	*** **********************************		
***************************************		- Continue of the Continue of	MACON PROPERTY AND ADMINISTRATION OF THE PROPERTY A			
* * *			pomo e da segui vicio de	Employme	nt Period	
Applicable Experience	<u> </u>	Location	Exact Nature of Experience	From:	To:	
Indiana Busine Montessori Sci	hool of	Lafayette, IN	Instructor Marketing, office	6/03	Present	
Greater Lafaye	eite	West Lafayette, IN	management, secretarial	9/95	4/04	
		entre entre de la company				
			1		1	

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Roberts

Use the <fab> key to advance to the next field, or select a field by clicking the cursor.

Cynthia

(Last)		· · · · · · · · · · · · · · · · · · ·		(Middle)	
NAME OF INSTITUTION	DN: Indiana Bus	siness College — Laf	ayett	و	
en e	Names of 4	Courses Taught			
Business Office Proced	dures, Keyboarding I, I	Management, Communicat	ion II,		
Principles of Business					
		The state of the s			
Source of	-	Area or Subject of	Period of A	ttendance	
Training/Education	Location	Training/Education	From:	To:	
Indiana Wesleyan	Marion, IN	Business Administration	7/05	Present	
Northwood University	Midland, MI	Management	2/99	7/00	
Indiana Business College	Lafayette, IN	Office Systems Management	9/95	12/96	
	The second secon		Employme		
Applicable Experience	Location	Exact Nature of Experience	From:	To:	
Purdue University	West Lafayette, IN	Financial aid processing	1/02	9/06	
Purdue University	West Lafayette, IN	Secretarial support	8/97	1/02	
Purdue University	West Lafayette, IN	Clerical	12/96	8/97	
- Grade Officially	11906 Lalayette, IIV	NGHQI	12/90	1670	

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME: Spencer			Leanne		\$	
	(Last)			(First)	(Middle)	
NAME OF IN	ISTITUTIC	N:	Indiana Busin	ess College	afany	effe
	- 10 m		Names of Co	urses Taught		
Communicat	ion I, Com	municatio		on Skills, Strategies for 8	Success,	
Ham						
			TO COLOR			
		}				
Source of				Area or Subject of	Period of	Attendance
Training/Ed	ucation	Locatio	on	Training/Education	From:	To:
North Central C	College.	Naperville	e, IL	Organizational Communication	8/89	6/92
Colleg of DuPa	ge	Glen Elly	n, IL	Liberal Arts	9/88	3/90
SHOW THE RESERVE						
PTIVOS (A CAMBRIDAD MAR)	Antonio Americano de Americano	100000000000000000000000000000000000000	and the second and the second second		Employme	nt Period
Applicable Experience		Locatio		Exact Nature of		
				Experience	From:	To:
Indiana Busines International Bu		Lafayette	ı, IN	Instructor	1/00	Present
College	· -·	Ft. Wayn	e, IN	Instructor	5/96	5/99
Ace Hardware		Oak Broo	ok, II.	Meeting coordinator	1/95	1/96
Ace Hardware		Oak Broo	sk II	Billion	2/03	1/95

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME: _\	Welcher		Steven		L		
(Last)			(First)		(Middle)		
NAME OF INSTITUTION:		Indiana Busi	Indiana Business College - La		famette		
electric de la company		Names of C	ourses Taught	e de la companya de	-78 S. Marie L.		
Economics, E	mployee	Benefits, Group Dynan	nics, Leadership, Manage	ment, Payroll,			
Principles of I	3usiness,	Presentation Skills, Re	cords Management & Se	cutity,			
Training & De	velopmer	nt					
	A		<u> </u>				
		COUNTRY CONTRACTOR OF THE CONT	· 1230-00-00-00-00-00-00-00-00-00-00-00-00-0		· · · · · · · · · · · · · · · · · · ·		
				,			
	··						
			. i. i				
Source of			Area or Subject of	Period of A	ttendance		
Training/Edu	cation	Location	Training/Education	From:	To:		
Indiana Universi	ty	Indianapolis, IN	Business, Human Resource Management	1/89	6/97		
	· · · · · · · · · · · · · · · · · · ·						
AND COME OF STREET	ertroed-land			5 <u>222 (55 5</u> 5 55 46 75 5	restation and convenien		
Applicable			Exact Nature of	Employme	nt Period		
Experience		Location	Experience	From:	To:		
Indiana Busines	s College	Lafayette, IN	Instructor	9/97	Present		
R.R. Donnelley	& Sons	Crawfordsville, IN	Billing & accounting	6/88	12/97		
U.S. Army		Ft. Sam Houston, TX	Administration	8/85	5/88		

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Wolnert

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Tracev

Α

(Last)	· · · · · · · · · · · · · · · · · · ·	(First)		(Middle)	
NAME OF INSTITUTION	ON: Indiana Busin	ess College — La	fayet	e	
	Names of Co	urses Taught:	and fat one for the first	- 1 - 1	
Accouniting I, Accounti	ng II, Corporate Accounti	ng, Cost Accounting, Bu	isiness Math,		
Payroll/10-Key					
			Service of the Control of the Contro		
			d. Hilliam		
		· · · · · · · · · · · · · · · · · · ·			
	· · · · · · · · · · · · · · · · · · ·				
			Period of A	Attendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:	
Saint Mary-of the Woods College	Sainrt Mary-of-the Woods, IN	Accounting	8/77	5/81	
	·				
	A section of the sect		Employment Period		
Applicable Experience	Location	Exact Nature of Experience	From:	To:	
Self Employed	Lafayette, IN	Tutoring math & accounting	8/01	Present	
Lafayette School Corporation	Lafayette, IN	Teaching	11/00	5/01	
St. Vincent New Hope	Indianapolis, IN	Financial operatins	1897	1989	
St. Vincent Hospital	Indianapolis, IN	Auditing	1886	1987	

Instructor Qualification Records

Indiana Business College Marion

March 2007

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME: Ertel (Las	<i>t</i>)	Billie (First)		F (Middle)		
NAME OF INSTITUTION:		Indiana Business College — M with				
		nes of Courses Tau	•			
Key I & II, Comm						
PMCNETTY OF THE STATE OF THE ST	Westign a Colon all colon and colon					

	NUMBER OF THE PROPERTY OF THE	the later of the l	- The state of the			
				THE STATE OF THE S		
Source of				Period of /	Attendance	
Training/Educati	on Location	Area or So Training/E		From:	To:	
Indiana Wesleyan University	Marion, IN	Masters in E	ducation	1995	1996	
Ball State University	Muncie, IN	Masters in E	ducation	1985	1997	
Ball State University	Muncie, IN	Masters in E	ducation	1968	1999	
Marion College	Marion, IN	Elementary E	Education	1964	1997	
** - **	**************************************			Employme	nt Period	
Applicable Experience	Location	Exact Nat Experience		From:	To:	
Indiana Business Coll	ege Marion, Indian	a Instructor		1999	Present	
Indiana Business Coll	ege Marion, Indian	a Director of E	ducation	1997	1999	
Indiana Business Coll	ege Marion, Indian	a Instructor		1986	1997	
Marion Community Schools	Marion, Indian	a Substitute		1985	1986	

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Kenworth

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Chuck

L

(Last)		(First)	(Middle)	(Middle)	
NAME OF INSTITUTION:		Indiana Business College - Mwith			
	Nan	nes of Courses Taught:			
Communications I, II					
		7.00 y 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		***************************************	
		tradition and the second secon			
				War-ti-re-survey.	

Maryland Control of the Control of t		207	··-		
Source of		Arma av Cubinat at	Period of A	Attendance	
Training/Education	Location	Area or Subject of Training/Education	From:	To:	
Ball State University	Muncie	Music	1965	1971	
Indiana Weslayan	Marion	Music, English	1959	1963	
	WARRANGE CO. C.		······		
Applicable		Exact Nature of	Employme	nt Period	
Experience	Location	Experience	From:	To:	
Marion Schools	Marjon, IN	Teacher	8/98	Present	
Indiana Business College	Marion	Instructor	1997	1998	
Credit Bureau, Marion	Marion	Sales	1995	1998	

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Kolh

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Holly

Colleen

NAME OF INSTITUTION: Indiana Business College — M M M M M M M M M M M M M M M M M M
Names of Courses Taught: BUS 206 Career Development, Com105 Communications CSS101 Customer Service, CSS100 Strategies , KEY 101 Keyboarding I,
BUS 206 Career Development, Com105 Communications CSS101 Customer Service, CSS100 Strategies , KEY 101 Keyboarding I,
CSS101 Customer Service, CSS100 Strategies , KEY 101 Keyboarding I,
Source of Area or Subject of Period of Attendance
Area or Subject of
Indiana Wesleyan Communications
University Marion Bachelor of Science 9/1992 12/1995
Applicable Exact Nature of Employment Period
Experience Location Experience From: To:
Chronicle-Tribune/ Gannett Newspapers Marion, IN Advertising Sales 05/05 9/06
Senior Admissions
Indiana Business College Marion, IN Representative (Sales) 04/03 9/04 Director of Career
Indiana Busifiess College Marion, IN Services 7/02 04/03
East Central Opportunities Muncie, IN Representative 3/00 7/02

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Conseco, Inc.

Indianapolis, IN

Lindberg

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Jeffrey

(Last)		(First)	(Middle)	
NAME OF INSTITUTION	ON: Indiana E	Business College 🕒 🃉 м	rion	
Estador Estador Servicio de la composición dela composición de la composición de la composición de la composición de la composición dela composición dela composición dela composición de la composición dela composición de la composición dela composición dela compos		f Courses Taught:		
Management, Sales, P	sychology, Marketir	ng		
		V-7	QUENKING.	
200000000000000000000000000000000000000	NAMES OF THE STREET, THE STREE			
		440,	· · · · · · · · · · · · · · · · · · ·	
			VIII II	
The state of the s				
Source of		August Continued and	Period of A	ttendance
Training/Education	Location	Area or Subject of Training/Education	From:	To:
Ferris State University	Big Rapids, MI	BS Marketing/Management	1976	1978
Central Michigan University Central Michigan	Mt Pleasant, MI	MBA Marketing	1978	1980
University	Mt Pleasant, MI	MS Candidate, Psy D Prog	1981	1983
Indianapolis Gestalt Inst	Indianapolis, IN	3 Yr Advanced Training	1993	1996
Appliachle			Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	From:	To:
EDS Leadership Development	Southfield, MI	Trainer/Needs Analysis	1985	1987
Private Practice	Carmel, IN	Therapist	1993	1999
Anthem, Inc.	Indianapolis, IN	Mgr, Y2K and CASE projects	1993	1998

AVP, Health/Life

2000

1999

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Scher		Kelly	Anne			
	(Last)		(First)	(Middle)			
NAME OF I	NSTITUTIO	DN: Indiana Busin	Indiana Business College - M win				
					Sec. 1.		
		Names of Co	ourses Taught:				
Managemer	nt, Marketin	g, Sales, Accounting I					
	······································						
	······································				······································		
·		-t-t-t-t-t-t-t-t-t-t-t-t-t-t-t-t-t-t-t			·····		
	X 2 7 7 11 11 11 11 11 11 11 11 11 11 11 11						
	······						

				11 (3)			
Source of			Anna and the state of	Period of A	ttendance		
Training/Ed	ucation	Location	Area or Subject of Training/Education	From:	To:		
Indiana Univer	sity	Kokomo, IN	MBA	8/2003	05/2005		
Purdue Univers	sity	West Lafayette, IN	BS	8/1992	5/1996		
					Oznania Wyski		
A 17				Employme	nt Period		
Applicable Experience		Location	Exact Nature of Experience				
			Experience	From:	To:		
Sysco Food Se	irvices	Indianapolis, IN	Food Sales & Marketing Nutritional Products Sales	2/2005	Current		
Hormel Health	Labs	Austin, MN	and Marketing	7/2002	2/2005		
Hormel Foods International		Austin, MN	Foodservice Sales & Marketing	4/2000	7/2002		
Hormel Foods	**************************************		Food Marketing & Product				
International		Austin, MN	Development	11/1999	4/2000		

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Taylor

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Betty

Sharon

(Last)		(First)		
NAME OF INSTITUTION	ON: Indiana B	Business College 🕒 🃉 a	rion	myne of particular and a second secon
	TATAL TO A	of Courses Taught:		
Comm I & II, Business	Math	energia de la composição		
	77 man da			
And the state of t				
	######################################			
Accord 1944				
MENNENNAN AND AND AND AND AND AND AND AND AND	Manuscript Control of the Control of	Account of the small of Account of the small		
Source of		Area or Subject of	Period of A	ttendance
Training/Education	Location	Training/Education	From:	To:
Ball State University	Muncie Indiana	MA-Mathematics	1995	1998
Taylor University	Upland, Indiana	BS-Mathematics	1968	1972
Indiana Business College	Marion, Indiana	Microsoft Office 2003- Master	2005	
A		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Employme	
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Indiana Business College	Marlon, Indiana	Instructor	1999	Present
St.Paul School	Marion, Indiana	Math Teacher	1998	1999
Indiana Business College	Marion, Indiana	Instructor	1995	1998
St. Paul/Bennett School	Marion, Indiana	Math Teacher	1990	1993

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor. NAME: Vermillion Ron (Middle) (First) (Last) Indiana Business College - M winn NAME OF INSTITUTION: Names of Courses Taught-Presentation Skills Period of Attendance Source of Area or Subject of Training/Education Training/Education Location To: From: Ball State University Indiana Business Ed 8/87 12/92 **Employment Period Applicable Exact Nature of** Experience Location Experience From: To: Marion Schools Marion, IN Teacher 8/2001 Present Wabash Schools Wabash, IN Teacher 8/1996 8/2001 Chatard High School Indianapolis, IN 8/1994 Teacher 9/1996

Instructor

6/1993

9/1994

Indiana Business College

Marion, IN

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: <u>Vires</u> (Last)		Vanessa (First)	R (Middle)	
NAME OF INSTITUTION	ON: Indiana Bu	usiness College	nion	
	Names of	Courses Taught:		
Medical Math, Medical	Terminology, Accour	nting I, II, Cost Accounting, I	ntermediate Ad	ccounting
I and II, Tax Accountin	9	-	etti karantari karan	
		and the second s	<u> </u>	······································
			- Marine	
A Company of the Comp	<u> </u>		and the second s	
		<u></u>	,	
44444		All the second s	South Million and the state of	/////////////////////////////////////
5		Area or Subject of	Period of A	ttendance
Source of Training/Education	Location	Training/Education	From:	To:
Bradner Health Village	Marion, IN	CNA	1990	1991
lvy Tech Marion	Marion, IN	QMA	1992	1993
Indiana Business College	Marion, IN	Bus Adm-AAS	2001	2003
Northwood Institute	Midland, MI	BBA, Bus Adm	2004	2005
			Employme	
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Patient Care	Marion, IN	CAN/QMA	1990	1991
Patient Care	La Fountain, IN	CAN/QMA	1994	1995
Patient Care	Marion, IN	CAN/QMA	1992	1993
Potiont Core	Marion IN	CAN/OMA	1995	1999

CAN/QMA

Marion, IN

Patient Care

Instructor Qualification Records

Indiana Business College Medical (Indianapolis)

March 2007

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Bankert-Countryman

Use the <lab> key to advance to the next field, or select a field by clicking the cursor.

Janice

(Last)		(First) (Middle)		
NAME OF INSTITUTE	ON: Indiana B	usiness College 🥌 🎢 🙌	Medic	al _
	Names of	Courses Taught:		
COM 105Communicat	ion I			
COM200 Professional	Perspectives			
SPC101Presentation S	Skills			
The extension of the second of				
		***************************************		Į.
***			······································	
		100m (400048401480000000000000000000000000000		
**************************************	701			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Source of .		Area or Subject of	Period of A	ttendance
Training/Education	Location	Training/Education	From:	To:
IUPUI	Indianapolis, IN	Communication Studies	2000	2005
,				
			Employme	
Applicable Experience	Location	Exact Nature of Experience	From:	To:
IUPUI Speaker's Lab	Indianapolis, IN	Student Mentor	2002	2005
Perry Meridan M.S.				
Speech Coach	Indianapolis, IN	Assistant Coach	1999	2000
			 	

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor. NAME: Boswell Lisa (Middle) (First) (Last) Indiana Business College NAME OF INSTITUTION: Names of Courses Taught: Anatomy & Physiology I & II, Pathophysiology, Pharmacology, Medical Law and Ethics Period of Attendance Area or Subject of Source of Training/Education To: From: Training/Education Location 4/98 12/99 Medical Assisting Indiana Business College Indianapolis TO THE REPORT OF THE PROPERTY OF THE PROPERTY

Applicable

Experience

Southwest Health Center

Indianapolis Endocrinology

Indiana Business College

Location

Indianapolis, IN

Indianapolis, IN

Indianapolis, In

Exact Nature of

Medical Assisting, Vitals,

Medical Assisting, Vitals,

finger sticks, scheduling

blood draws, charting

Experience

instructor

Employment Period

To:

3/06

10/02

Present

From:

10/02

1/00

9/05

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Branson (Last)		Stephanle First)	Ann (Middle)	-
•	,	•	· ·		
NAME OF IN	STITUTIO	N: Indiana Busine	ess College - Medical Ca	impus	
		Names of Coi	irses Taught:		
PHY102 Ana	tomy & Ph	ysiology I	the state of the s		
PHY103 Ana	tomy & Ph	ysiology II			
MAA115 Clin	ical I			ennegami garani erron	
MED114 Pha	irmacology	7			
					a <u>f</u>
	Maria Maria Maria				
A THE STATE OF THE			VII. 10 10 10 10 10 10 10 10 10 10 10 10 10		
7				<u> </u>	
	•	·	Avec as Cristant of	Period of A	ttendance
Source of Training/Edu	ucation	Location	Area or Subject of Training/Education	From:	То:
Professional Ca Institute		Indianapolis, In	Medical Assisting	1997	1998
		:			
	HANGE TO THE	Bieligia (Fallenda)		(Antagel Experience W	September 18 and 18
Applicable			Exact Nature of	Employme	nt Period
Experience		Location	Experience	From:	To:
McPike Medical Management		Indianapolis, IN	Back office Medical Assistant	1998	Present
					1

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

	Brennan (Last)		Maureen (First)	(Middle)	
NAME OF IN	STITUTIO	N: <u>Indiana Bu</u>	siness College - Medical Ca	ampus	
		, Names of	Courses Taught:		
MAT110 Mat	h for Medic	cal Professionals			
CPU200 Con	nputers an	d Office Automation			
MED121 Med	dical Office	Software		THE RESERVE THE PROPERTY OF TH	
					•
Metalling and the second and the sec	, , , , , , , , , , , , , , , , , , ,				έ
A THE STREET OF					
			Additional to the Company of the Com		
		-	Auna au Cubinat of	Period of A	ttendance
Source of Training/Ed	ucation'	Location	Area or Subject of Training/Education	From:	To:
ITT Technical I		Indianapolis, In	Manufacturing, Engineering	1982	1986
III Jecanica i	ionarc	Indianapolio, ar			
<u> </u>					
99; 107 4 ; N. 1367; 1	K ehila Seit	(constant and the second		T MAN SEPTEMBER	AU-CENTANCE CENTER
A 131 2.3.			Exact Nature of	Employme	nt Period
Applicable Experience		Location	Experience	From:	To:
Substitute Instr		Indianapolis, IN	Education of all gradel levels	1995	Present
					and the same of th
	<u></u>				

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:	Bye (Last)		Anthony (First)	(Middle)	
	(Labl)	•		^	
NAME OF IN	ISTITUTIO	N: Indiana Busine	ess College 🕒 🏻 👁	<u>dical</u>	
		Names of Co	urses Taught:		
KEY101 Key	boarding I				
CPU200 Cor	nputers an	d Office Automation			
MAT110 Mat	th for Medi	cal Professionals			
MAT095 Fun	ıdamentals	of Math		New York	-
					. ,
Control of the Contro					datas tar
		·			
Source of		•	Area or Subject of	Period of A	ttendance
Training/Ed		Location	Training/Education	From:	To:
Rose-Hulman II Technology	istitue of	Terre Haute, IN	Mathmatics	1198	2002
E transition (E. A. C. A.)	io inimientario.				
Applicable Experience		Location	Exact Nature of	Employme	
			Experience	From:	To:
MSD- Warren T	ownship	Indianapolis, IN	Teaching	01/03	05/03
					:

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor. Machelle NAME: Collins (Middle) (First) (Last) Indiana Business College - Wydina NAME OF INSTITUTION: Names of Courses Taught. ICD-9, CPT Coding, Basic Health Insurance, Advanced Coding, Medical Billing and Health Claims Examination Period of Attendance Area or Subject of Source of Training/Education From: To: Training/Education Location 1999 2000 Health Claims Examiner Indiana Business College Indianapolis Ben ar delen de la companya del companya del companya de la compan CANCEL CONTROL OF CONTROL OF CONTROL **Employment Period** Exact Nature of Applicable Experience From: To: Location Experience Process Medical Claims, trainging, customer service 2000 Present J.F. Molloy and Associates Indianapolis, In

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME: Cook-Smith		<u>là</u>	Angle (First)		C (Middle)	
	(Last)		•			
NAME OF IN	STITUTIO	N: Indiana Bus	iness College — Www.	<u>lical</u>		
	NGC STATE	かんさい ロッピ ツィー はいけいきゅう ぎんごうかんがんかんかん	ourses Taught:			
Career Deve	opment			initian n'airite versanne		
	The second secon					
w					The Market Control of the Control of	
office to the second					<u></u> .	
			A STATE OF THE STA		· · · · · · · · · · · · · · · · · · ·	
	<u></u>		Accounts to the second printing of the second secon			
Source of	- .		Area or Subject of	Period of A	ttendance	
Training/Ed	ucation `	Location	Training/Education	From:	To:	
Purdue Univers	ity	West Lafayette, IN	Psychology	8/97	8/01	
				Employme		
Applicable Experience		Location	Exact Nature of Experience	From:	To:	
Ajilon Flance		Indianapolis, In	Interviewing, reviewing resumes	3/04	8/04	
				1		

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor. Frapwell John NAME: (Middle) (First) (Last) Indiana Business College NAME OF INSTITUTION: Names of Courses Taught Fundamentals of Math, Fundamentals of Communication, Strategies for Success, Customer Service. Principles of Business Period of Attendance Area or Subject of Source of Training/Education To: From: Training/Education Location BS. Business 8/64 6/68 Administration Valparaiso, IN Valparaiso University Major in Management and Marketing **Employment Period Applicable Exact Nature of** Location Experience From: To: Experience 8/95 6/02 Department Supervisor Mooresville IN Nice-Pak Products Material manager 12/93 1/95 Indianapolis Associated Medical 11/91 12/93 independent Consultant Milwakee/Indianapolis John Frapwell Consulting

Director Materials

Waukesha, WI

Sanofi

10/86

10/91

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor. Karrie Hinkle NAME: (Middle) (First) (Last) Indiana Business College - Medical Campus NAME OF INSTITUTION: Names of Courses Taught: INS215 Medical Billing and Health Claims Examination Period of Attendance Area or Subject of Source of Training/Education To: From: Location Training/Education Health Claims 2001 2000 Examination Indiana Business College Indianapolis, IN CALLED THE RESIDENCE OF THE STATE OF THE STA **Employment Period Exact Nature of** Applicable To: From: Experience Location Experience 2002 present Billing Office OBGYN Indianapolis, In **CPW Billing Office**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Huggins (Last)			Tammi Anne		
			(First)	(Middle)	
NAME OF INS	TITUTIC	N: Indiana Bu	siness College - Medical Ca	impus	
		, Names of	Courses Taught:		
General Chem	istry, Str	ategies for Success,	Customer Service, Fundam	entals of Math),
Anatomy & Ph	ysiology	I, Anatomy & Physiol	logy II, Communications I		
					ĺ.
		- The state of the			

	X				
Source of			Area or Subject of	Period of A	
Training/Edu	cation	Location	Training/Education	From:	To:
IUPUI		Indianapolis	Pharmacy Technology	3/05	5/05
เรบ		Terre Haute	PhD Leadership Admin.	8/97	5/01
YSU		Youngstown	MS Biology	4/80	8/82
Clerion University	1	Clarion PA	BS Sec. Education BS Science	8/75	8/79
AT THE SECTION ASSESSMENT		**************************************			The state of the s
Applicable			Exact Nature of	Employme	
Experience		Location	Experience Teaching A&P, Med.	From:	To:
Ivy Tech		Gary, Valapariso	Term.	1/95	5/99
South Suburban	college	South Holland, IL	Teaching B.O. Human Body, Strategies	8/88	5/94
Niles McKinley H	ligh	Nites, OH	Teaching chemistry, physiology	8/79	6/86
			Tutored reading and		

Algebra

Sylvan Learning Center

Niles OH

6/88

9/86

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Johnson

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Cleve

(Last)		(First)		(Middle)	
NAME OF INSTITUTION	ON: Indiana B	usiness College — M &	ti cal		
	(2011年1月1日 - 1912年1月1日 - 1912年1月1日 - 1912年1日	Courses Taught:	i Albania in Albania in A	are. Selection	
COM105 Communicati	on I				
COM 206 Communicat	tion II	*	-conditions		
COM200 Professional	Perspectives				
SPC 101Presentation	Skills	W			
MAT095 Fundamental	of Math			ś.	
The state of the s					
The state of the s	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		manjus stranger and a	.ing.rupan.p.s	
			Period of A	ttendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:	
University of Indianapolis	Indianapolis, IN	Master of Arts-English	8/03	5/06	
Martin University	Indianapolis, IN	BA-Religious Studies	9/97	1/02	
		HIROLINA CONTRACTOR CO			
	The state of the s		Employme		
Applicable Experience	Location	Exact Nature of Experience	From:	To:	
National City Bank	Indianapolis, IN	Conversion Trainer	1/87	2/98	
Bank One OPS Center	Indianapolis, IN	OJT Trainer	1990	1991	
	1	!	ł.	1	

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Johnson

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Tina

Louise

MAME: JOHNSO	\$ t	(First)		(Middle)	
(Last)		fi mark	A right profession or hand.		
NAME OF INSTITU	TION: Indiana B	usiness College - Medical Ca	mpus	······································	
	Names of	f Courses Taught:			
MED106 Psycholog	<u> </u>				
				<u></u>	
			·		
				<u> </u>	
	the title in the second				
		·			
	No. of the last of			·	
and the second s	Henry was a superior of the su				
			Period of Attenda		
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:	
East Carolina University		Marriage and Family Therapy	2000	2002	
Virginia Tech	Blacksburg, VA	Human Services	1996	2000	
			153041818181919191	12027Se132731	
A THE FILE		Exact Nature of	Employment Perio		
Applicable Experience	Location	Experience	From:	To:	
	IBC	Have been a therapist for over 4 years	10/06	present	
Psychology	100	7,17			
		A			
<u></u>					
	1	1	ı	I	

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME: McRae		Althea		(Middle)	
(Last)		(First)			
NAME OF INSTITUTI	ON: Indiana Busin	ness College 🕒 W\ ५	<u>dical</u>		
alien krije in de skap fan f Ar 185 jaar 1 ₉ de skap fan Stad Arie	Names of Co	ourses Taught:			
KEY101 Keyboarding					
		-			
·				:	
				€,	
		ugaininean y san an an dùth Mhilliann air an	Canal Soliton		
	,	Area or Subject of	Period of Attendance		
Source of Training/Education	Location	Training/Education	From:	To:	
Indiana Wesleyan	Marion, IN	Org. Leadership	1995	1996	
Sinclair Communigy College	Dayton, OH	Word Processing Executive Secretary	1985	1987	
		Strate Color and Automatical Strategics	E. TORRESON, VELLAR		
Amuliachla		Exact Nature of	Employment Period		
Applicable Experience	Location	Experience	From:	To:	
Eli Lilly Company	Indianapolis, IN	Trng. Delivery and Creation	1995	present	
			1		

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor. Kristina Lynne NAME: Ray (Midale) (Last) (First) Indiana Business College - M & Ca NAME OF INSTITUTION: Names of Courses Taught Career Development Period of Attendance Area or Subject of Source of Training/Education To: Location From: Training/Education 8/98 6/02 Bachelor of Science **Ball State University** Muncie, IN CONTRACTOR PROCESSOR OF THE CONTRACTOR OF THE CO **Employment Period** Exact Nature of **Applicable** Experience To: From: Experience Location Sales Associate/Customer 9/03 1/04 Service Indianapolis, In Ann Taylor Loft Decker, Lawyer and 9/03 Anderson, IN Paralegal 6/03 Maynard Claims Representative 9/02 3/03 Indianapolis, IN Federated Insurance Ball State Student Legal

Legal Secretary

Muncie, IN

Services

5/01

5/02

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Use the <tab> key to advance to the next field, or select a field by clicking the cursor. Linda Robertson (Middle) /First

(Last)	(rust)	(santeron)
NAME OF INSTITUTION:	Indiana Business College —	Medical
	Names of Courses Taught:	
Medical Terminology, Pathophy	siology, Anatomy & Physiology I	& II, Clinical I, Pharmacology
	in the second	and the control of the first of
4		

			Period of Attendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Miami Valley of Hospital School of Nursing	Dayton, OH	Nursing	1966	1969
	ke ing series in the series of		Employment Period	
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Community Phys. for Women	Indianapolis, IN	RN Back Office	1/91	1/06
School System for Ft. Leonard Wood	Leonard Wood, MO	School Nurse	1972	1973
St. Luke Hospital	Ft. Thomas, KY	Staff Nurse	1971	1972
Central Baptist Hospital	Lexington, KY	Change Nurse	1970	1971

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

	Rogers		Deborah	<u>L</u>		
(Last)		(First)	(Middle)		
NAME OF INS	STITUTIO	N: Indiana B	usiness College $-\mathcal{M}$ \mathscr{A}	<u>li cal</u>	· · ·	
		-Names o	Courses Taught			
	CONTRACTOR OF THE PARTY OF THE	rsiology, Pharmacolo	ogy, Medical Terminology, La	aboratory Prod	cedures	
MARKING CONTRACTOR OF THE PROPERTY OF THE PROP				a timulaunu		
		· · · · · · · · · · · · · · · · · · ·				
to the state of the					· · · · · · · · · · · · · · · · · · ·	
· · · · · · · · · · · · · · · · · · ·		Hamiltonia			Carlo	
torigon graph and the state of			ndegammassakaskas prominen en	· ·	,	
	- Colombia			dan meneral dan	en manufandanda managa da manafiki	
	104			Period of A	Period of Attendance	
Source of Training/Edu		Location	Area or Subject of Training/Education	From:	To:	
Professional Care Institute	eers	Indianapolis, in	Medcial Assisting	1984	1984	
· · · · · · · · · · · · · · · · · · ·	·					
		To the state of th				
Gerland State School (1984)	ever kolanek					
				Employme		
Applicable Experience		Location	Exact Nature of Experience	From:	To:	
Frank Lloyd, JR.	MD	Indianapolis	Medical Assistant	2000	Present	
Debra Carter-Mil	ler	Indianapolis	Medical Assistant	1990	2000	
Midwest Career	 	Indianapolis	MA Instructor	1992	1992	
Professional Car Institute	eers	Indianapolis	MA Instructor	1989	1991	

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

AME: Simmons		Shawna	(Middle)	anielie
AME: Simmons (Last)		(First)	<u></u>	
OF MOTIFIED	on. Indiana Busir	ness College — Www	<u>cal</u>	
AME OF INSTITUTION		The state of the s		
	Names of C	ourses Taught:		
asic Insurance. Adva	inced Coding, Diagnostic	c Coding, Procedural Codi	ng,	
	ealth Claims Examination			
legical billing and the	COLLEGE			
				Ţ
	The state of the s			
		and the second s		
			······································	, w totalina - Mad

_ *	•	Area or Subject of	Period of A	
Source of Training/Education	Location	Training/Education	From:	To:
		Medical Records Technology	1996	1998
Indiana Business College	Indianapolis			
the state of the s				
		and the same of th		
			er produktie kan kan kan kan	7356 W.W.
			Employme	nt Period
Applicable		Exact Nature of Experience	Employme From:	nt Period
	Location	Exact Nature of Experience Front Desk, chart work,	Employme	nt Period
Applicable	Location Indianapolis, In	Exact Nature of Experience Front Desk, chart work, Coding Updating chart info, use	From:	To:
Applicable Experience	Location	Exact Nature of Experience Front Desk, chart work, Coding	From:	To: 2001

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Stalcup

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Robert

(Last)		(First)	(Middle)	
NAME OF INSTITUTION	ON: Indiana Busir	ness College — Mr.A	ical	
	Names of Co	ourses Taught:		
Introduction to Therape	eutic Massage, Kinesiolo	ogy, Clinical Massage,		
Anatomy & Physiology	I&II			
**************************************				·
		444444	mh san	
Secretary Council Coun		Foresiania man parasantan en		:
		merana and a supplication of the supplication	kalanda di di di sama da sa	
1		nersia de la companya de la company	- No. of the Control	· · · · · · · · · · · · · · · · · · ·
		***************************************	to the second se	The state of the s
Source of		Area or Subject of	Period of A	ttendance
Training/Education	Location	Training/Education	From:	To:
Certified Massage Therapy	Indianapolis, In	Therapeutic Massage	12/01	12/02
Theory & Practice Therapeutic Massage	Indianaoplis	Therapeutic Massage	2/01	11/01
Microsoft Word and Excel	Navy	Microsoft	8/99	1/99
Instructor Training	Naval Submarine Center	Instructor Proficiency	11/91	12/91
	and the second s		Employme	
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Instructor	U.S. Navy	Classroom Lab and Field	12/91	1/00
-		the Principal Control of the Control		
1		ļ	1	

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor. NAME: Rita Streeval (Niddle) (First) (Last) Indiana Business College - Mulh NAME OF INSTITUTION: Names of Courses Taught: Anatomy & Physiology I & II, Medical Terminology, Medical Law and Ethics Customer Service, Medical Office Administration, Strategies for Success, Medical Records Period of Attendance Source of Area or Subject of Training/Education To: Training/Education ` Location From: Medical AHA 1986 1987 Aristotle Medical College Indianapolis IN **Employment Period Exact Nature of Applicable** Experience Location Experience. From: To: 2001 Indianapolis, In Customer Service 1993 **EDS** Cash App. Spec./Rad. IU Medical Center indianapolis, in 1987 1993 Sec. Indianapolis IN AHA Instructor 1990 1995 Aristotle Medical Center

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:	Weathers		Jennifer				
	(Last)		(First)	(Middle)			
NAME OF	INSTITUTIO	N: Indiana Busi	ness College - Medical Ca	impus			
		Names of C	ourses Taught:	and the second of the second o			
Phy102 An	atomy & Phy	rsiology					
PHY103 A	natomy & Ph	ysiology II					
MAA115 C	linical I			······································	and the state of t		
MAA215 C	linical II				·		
MED121 N	ledical Office	Software			į.		
MED232 H	lealth Inform	ation Management		in the state of th			
MED230 N	iedical Reco	rds			an Maria Wasan Walana		
MED101 M	ledical Term	inology		THE PROPERTY OF THE PROPERTY O			
	· .			1	***************************************		
Source of			Area or Subject of	Period of A	ttendance		
Training/E		Location	Training/Education	From:	To:		
National Coll Business Te		Lousiville, KY	Medical Assisting	8/98	2/00		
	.*						
			NO RESIDENCE PROPERTY OF THE PRAINTED AND				
Applicable			Exact Nature of	Employme			
Experience		Location	Experience	From:	To:		
Professional Institute	Careers	Indianapolis, IN	Medical Instructor	7/02	7/03		
Virginia Care	er Institute	Virginia Beach, VA	Medical Instructor	8/05	6/06N		

Instructor Qualification Records

Indiana Business College Muncie

March 2007

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

KIANAE.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Amher

Dawn

	Chapman		Amber First)	Dawn (Middle)	
((Last)	'	•		
NAME OF IN	STITUTIO	N: Indiana Busine	ess College 🕂 Mw	ncie	
		Names of Co	urses Taught:		
Dusiness Mot	ih Eugdon	nentals of Math, Math fo			
Business Mai	in, Fullaeli	rentals of Math, Math 10	Medical Froiessionals	**************************************	
					
					·
	-				· · · · · · · · · · · · · · · · · · ·
Source of			Area or Subject of	Period of A	
Training/Edu	ucation	Location	Training/Education	From:	То:
IU East		Richmond, IN	Nursing	1995	1999
Ball State Univ		Muncie, IN	Education	1999	2005
					-
Specification of the re-	ana Bagilog Wang Si Dag Sawa	The second of th			
Applicable			Exact Nature of	Employme	nt Period
Experience		Location	Experience	From:	To:
Muncie Comm	Schools	Muncie, IN	Teaching	2005	2006
Delaware Com	n Schools	Muncie, IN	Teaching	2005	2006_
Assoc, in Wome	en's Health	Muncle, IN	Medical Admin	1994	2006

CL./MISION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form. (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Gerber.	Cynthia F.	/INDIANA BUSINESS COLLEGE	~	Muncie
Name	(Last, First, Middle)	Name of Institution at which you teach		-

Software Integration. Computers and Office Automation, Word Processing, Business Office Procedures, Sales

Source of	Location	Area or Subject of	Period o	f attendance
Training/Education		Training/Education	FROM	TO
Ball State University	Muncie IN	B.S. Management	Sep 80	May-85
Ball State University	Muncie, IN	B.S. Legal Administration	Aug-87	Aug-88
Ball State University	Muncie, IN	M.A. Adult Education	Sep-92	Jul-98

Applicable Experience	Location	Exact Nature of	Employ	yment
		Experience	FROM	то
Indiana Business College	Muncie, IN	Business Instructor	Feb-90	Present
Indiana Business College	Muncie IN	Business Instructor	Jan-89	Dec-89
Noble Romans	Anderson IN	Store Manager	Mar-86	Mar-87

I certify that the above information is correct to the best of my knowledge.

Signature of Instructor

May 21, 2004

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:	Hall-Moor	e	Virginia	Allen	
	(Last)		(First)	(Middle)	The same same same same same same same sam
NAME OF I	NSTITUTIO	N: Indiana Busir	ness College 💄 🃉 ww	rcie	
		Names of Co	ourses Taught:		
					MACHINE MICH.
Economics	and Princip	les of Business	11 to 11		
The state of the s					<u></u>
			•		
	HIII III III III III III III III III II			······································	
	· · · · · · · · · · · · · · · · · · ·	ovėtenininga prantina minama prantinama na martinama na martinama na martinama na martinama na martinama na ma			
		· · · · · · · · · · · · · · · · · · ·			
			the contract the c		
Source of			Anna an Carlifa at as	Perio Attend	lance
Training/Ed	ducation	Location	Area or Subject of Training/Education	From:	To:
M.B.A		Anderson University	Business Administration	01/2003	06/2005
B.Ş.		Northwood University	Business Management	01/2001	07/2002
		- Role Wood Office Color	Dodiness management	0.172001	0112002
					Elerante decada
				Employme	
Applicable Experience		Location	Exact Nature of		
Expendice	j.	Location	Experience Policy	From:	To:
Administrative	Supervisor	Ball State University	Development/Implemenation	07/2002	Present
Administrative	Coordinator	Ball State University	Budget Management, Fiscal Planning, Resource Alloc.	09/1998	07/2002
			31,1000,100		77.772

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:	Heppner	JONN	vvilliam	
	(Last)	(First)	(Middle)	MINING.
NAME OF	INSTITUTION:	Indiana Business College —	Muncie	
		Names of Courses Taught:		
LEG 101 ~	Business Law			
BUS 203 ~	Sales			
BUS 202 ~	Marketing			
MGT 200 ~	Management			
BUS 210 ~	Advertising			
BUS 205 ~	Economics			
BUS 100 ~	Principles of Busine	ess		
CSS 101 ~	Customer Service			

Source of		Area or Subject of	Period of A	ttendance
Training/Education	Location	Area or Subject of Training/Education	From:	To:
lvy Tech Comm. College	Muncie, IN	Assoc. Bus. Admin.	2000	2003
Indiana Wesleyan	Marion, IN	B.S. Management/ MBA	2002	2006
Ivy Tech Comm. College	Muncie, IN	Online Instructor Certif.	2006	2006
 Control of the Control of Control of the Control of t		parties of Anguiera of Transcription of States (Artificial Control of States)	 Complete Complete Complete	
		The American Commission of the	Employme	
Applicable Experience	Location	Exact Nature of Experience		
Applicable		Exact Nature of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	Employme From:	nt Period To:
Applicable Experience	Location	Exact Nature of Experience	Employme From:	nt Period To:

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: McClellan Amanda Leigh

(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College, Muncie Campus

Specific Courses that You Teach in Program: Communication I, Communication II and Communication 090

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance
·		_	From: To:
Univ. of Southern Mississippi	Hattiesburg, MS	Secondary Ed/Degree in English BA	1995 – 1998
Applicable	Location	Const Nation of	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Riverside Academy	Reserve, LA	High School Teacher	1999 – 2001
Southeast College of Technology	Tech Metairie, LA	General Ed Instru.	2001 – 2002
Delta College	Slidell, LA	Technology Instru.	2005 – 2005
		ł	

I certify that the above information is correct to the best of my	knowledge.
amanda M-Clellan	April 24, 2006

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Instructor

Instructor

Newell

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Michael

Lee

1997

2002

2002

Current

(Last)		(First)		
NAME OF INSTITUTION	ON: Indiana Bu	siness College 🕒 🃉	mcie	
	Names of (Courses Taught:		
IT 101 ~ Computing E	ssentials		······································	
IT 205 ~ Computer Ha	rdware Technologies			
IT 225 - Working with	Networks		· · · · · · · · · · · · · · · · · · ·	
NA 210 ~ Network Adr				
NA 240 ~ Network Adı				
NA 250 ~ Network Adı			······································	· · · · · · · · · · · · · · · · · · ·
NA 275 ~ Network Adı		itv		
				· · · · · · · · · · · · · · · · · · ·
Source of		Arno or Subject of	Period of A	\ttendance
Training/Education	Location	Area or Subject of Training/Education	From:	To:
ivy Tech Comm. College	Muncie, IN	Automotive Engin,	1987	1989
lvy Tech Comm. College	Muncie, IN	Computer Information Systems	1993	1994
Northwood University	Muncie, IN	B.A. ~ Bus, Admin.	2004	2006
te na mana transcribe salab de l'about de	r Britan je 1886 a njeri se je primar je	est versitätischen versitätere	945-00	Withhelm Rection
Applicable		Exact Nature of	Employme	nt Period
Experience	Location	Experience	From:	To:
Instructor	Hynkles & McKoy	Computer Repair Instructor Techinician - Certification	1995	1995

Program

Instructor/Advisor

Ivy Tech Comm. College

Indiana Business College

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:	NAME: Parsons (Last)		Timothy (First)		Ira (Middle)	
NAME OF I	NAME OF INSTITUTION:		Indiana Business College - M MM Ci &			
Principles of	Rusiness	Management, Econo	Courses Taught:			
r moiples of	Dusiliess,	Management, Leone	ithos, business caw			
			<u> </u>	·,,	14,0 = 1 1	
<u> </u>				VIANZA		

	<u> </u>		the state of the s			
			, and the state of			
Sauras of			Area or Subject of	Period of A	ttendance	
Source of Training/Ed	ucation	Location	Area or Subject of Training/Education	From:	To:	
Ball State Univ		Muncie, IN	General Management	1995	2003	
Ball State Univ		Muncie, IN	MBA	2005	Present	
		·				
The second secon						
Applicable Experience		Location	Exact Nature of	Employme		
			Experience	From:	То:	
Adjunct Faculty		IBC Muncie	Teaching	Jan 2004	April 2004	
Adjunct Faculty		Ivy Tech Muncie	Teaching	Sept 2004	Dec 2004	
General Manag	ger	FedEx Kinko's	Management/Business	2003	2006	

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Pugh (Last) Jennifer

(First)

Ann

(Middle)

NAME OF INSTITUTION: Indiana Business College - Mwn CE

Specific Courses that You Teach in Program: Career Development BUS 260

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance
Ball State University	Muncie, Indiana	B.S. Communications	From: To: 08/90 – 5/94
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Muncie, In	Speech and Communication	01/04 - present

I certify that the above information is correct t	to the best of my knowledge.
Jenis Hall	
SIGNATURE OF INSTRUCTOR	DATÉ

Dawn

INDIANA COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Quesenberry

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Krista

(Last)		(First)		
NAME OF INSTITUTION	N: Indiana Busin	ndiana Business College — Mwn Ci &		***************************************
1	Names of Co	urses Taught:		
SPC 101 - Presentation	n Skills			
COM 105 - Communic	ations I			
COM 090 - Fundamen	als of Communcations		· · · · · · · · · · · · · · · · · · ·	
KEY 101 - Keyboarding	gl			
		<u> </u>		
Source of		Area or Subject of	Period of A	ttendance
Training/Education	Location	Training/Education	From:	To:
Ball State University	Muncle, IN	English Literature/Journalism	8/2002	5/2006
-				
Tarting york a state on English and the course a complement	a ling i large de la	i sagang bergapang ang akai at at at a	Employme	
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Tutoring/Teaching	Ball State University	Tutoring & Teaching class	9/2002	5/2006
			, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
	1		<u> </u>	

COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Roach

Diana

F,

NAME OF INSTITUTION: Indiana Business College

- Muntil

Specific Courses that You Teach in Program: Presentation Skills, Comm. II, Management, Economics, Principles of Business

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance
			From: To:
Indiana Wesleyan University	Marion, IN	BS	1996-1998
Ivy Tech.	Muncie, IN	Secretarial Admin.	1979-1982
	esistemane e el la constanta		
Applicable Experience	Location	Exact Nature of	Employment Period
		Experience	From: To:
Ball Memorial Hospital	Muncie, IN	Administrative Assistant	1986-2000
Ball Corporation	Muncie, IN	Administrative Assistant	2000-2002
Cardinal Greenway	Muncie, IN	Director of Administration	2001-2003

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR

DATE

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Summers

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Holly

Anne

(Last)		(First) (Middle)				
NAME OF INSTITUTION	ON: Indiana	Indiana Business College - Mwn Ci e				
		of Courses Taught:				
ACC 101 - Accounting	1		900			
KEY 101 - Keyboardin	g l					
KEY 102 - Keyboardin	g II					
angesenhan masao ata da at						
	water to death of the state of					
	The same and an arrangement of the same and arrangement of the same ar					
Source of		Area or Subject of	Period of A	ttendance		
Training/Education	Location	Training/Education	From:	To:		
Ball State University	Muncie, IN	HR Management	2001	2003		
Ball State University	Muncie, IN	Business Admin.	2003	2004		
Applicable	4.	Exact Nature of	Employme			
Experience	Location	Experience	From:	To:		
Cintas	Muncie, IN	Office Management Grading, Proctoring, Class	2004	2006		
Ball State	Muncie, IN	prep Proctoring, Class	2003	2004		

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:	Van Fossan	Tonja	, K	
	(Last)	(First)	(Middle)	
NAME OF	INSTITUTION:	Indiana Business College —	Muncie	
		Names of Courses Taught:		(1) (1) (2) (2)
IT 101~ Co	mputer Essentials	CPU 200~ Computers	and Office Automation	
MAT 102 ~	Math Fundamentals	CPU 212~ Word Proce	ssing	
MAT 110~	Math for Medical Pro	fessionals CPU 220- Spreadshee	ets:	
KEY 101~1	Keyboarding I	KEY 102~ Keyboardin	g ll	
KEY 201~ I	Keyboarding III	CSS 101~ Customer 5	Service	***************************************
COM 204~	Communications II	IT 102~ Office Autom	ation with Computers	
SPC 101~1	Presentation Skills			

Source of		Area as California d	Period of Attendar		or Subject of Period of Attendan	Attendance
Training/Education	Location	Training/Education	From:	To:		
Ball State University	Muncie	B.S. Education	1989	1994		
Ball State University	Muncie	M.A.E. Education	1994 1998			
Indiana Business College	Muncie	A.A Human Resources	2006 current			
Place in the property of the party of the pa			THE RESERVE AND ADDRESS OF THE PARTY OF THE			
			Employme			
Applicable Experience	Location	Exact Nature of Experience				
Applicable	Location Muncie, IN	Exact Nature of Experience Business/Math Instructor	Employme	nt Period		
Applicable Experience		Exact Nature of Experience	Employme From:	nt Period To:		
Applicable Experience Indiana Business College	Muncle, IN	Exact Nature of Experience Business/Math Instructor Elementary/Jr. Math	Employme From: 1/2006	nt Period To:		

Lynn

INDIANA COMMISSION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Williamson

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Cheryl

(Last)		(First)		(Middle)	
NAME OF INSTITUTION	ON: India	Indiana Business College — Mw		ncie	
garana ya kuta a kata kata a garana iya taka a gara	nong nitikan di k	es of Courses			
COM 090 ~ Fundamer	itals of Commu	nications			
COM 105 ~ Communic	ations I		NATIONAL STATES AND ASSESSMENT OF THE STATES	-	
COM 103 ~ Communic	etions II (older	program)			
COM 206 ~ Communic	cations II (newe	program)			
MI			W. W		
Source of		Area	or Subject of	Period of A	ttendance
Training/Education	Location	Train	ing/Education	From:	To:
Ball State University	Muncie, IN	Englis	n Major h Minor B. A. earned	8/1978	5/1982
Ball State University	Muncie, IN	Englis Frenct	h Major n Minor M.A. earned	11/1982	7/1984
University of Indianapolis	Indianapolis, IN	Mento	r's Endorsement	11/2002	4/2003
Applicable		4	t Nature of	Employme	
Experience High School English &	Location	Expe	rience	From:	To:
FrenchTeacher	Parker City, IN	Teach	ing	1983	Current
			- 1- 1- 1- 1- 1- 1- 1- 1- 1- 1- 1- 1- 1-		
	1	1			. .

COMMISION ON PROPRIETARY EDUCATION

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form. (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by fa former direct supervisor.)

WRIGHT	J.E.	INDIANA BUSINESS COLLEGE - Munce
Name	(Last, First, Middle)	Name of Institution at which you teach
Proprietorship Acco	ounting, Partnership Accounting, Payroll ar	nd Income Tax, Corporation Accounting, Cost Accounting, Intermediate I & II,
Auditing, Fed Tax I	& II, Management, Economics, Customer	Service
Specific Subject	ts vou teach	

Source of	Location	Area or Subject of	Period of attenda	ance
Training/Education		Training/Education	FROM	TO
Ball State University	Muncie, IN	M.B.A. Business Admn	Sep-88	May-91
Indiana University	Richmond, IN	B.A. General Studies Business	1984	1988
Tennessee Tech University	Cookville, TN	Business	1962	1966
CPA License	Indianapolis, IN	CPA test, Additional continuing	1991	Present
	Fort Wayne, IN	education of 120 hours per 3 yrs		
Applicable Experience	Location	Exact Nature of Experience	Employment	
			FROM	TO
Indiana Business College	Muncie, IN	Accounting Instructor	Jan-91	Present
Ball State University	Muncie, IN	Grad Assistant/ Classroom Duties	Aug-90	Dec-90
Frisches Restaurant	Anderson, IN	Management/Supervisor	Jun-89	Jan-90
Big Wheel Restaurant	Muncie, IN	Manager	Aug-78	Jan-89
Marhoefer Packing	Muncie, IN	Cost Accounting	Feb-66	Apr-70
		1		

I certify that the above information is correct to the best of my knowledge.

Signature of Instructor

8/15/2003 Date **Instructor Qualification Records**

Indiana Business College Northwest Indianapolis

March 2007

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <fab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Ballard (Last)			Greg	A (Middle)	
(Last)		(First)		
NAME OF IN	STITUTIC	N: Indiana Busin	Indiana Business College - Nor		
	rights retaining	Names of Co	ourses Taught:	e seeleşel i	
BUS205: Eco	nomic	Indiana Bu	isiness College	current	
CSS101: Cus	tomer Se	rvice Indiana Bu	ısiness College	current	-
-					
., .,					
			The state of the s		***************************************
•	and the second				· · · · · · · · · · · · · · · · · · ·
······································					
· · · · · · · · · · · · · · · · · · ·				- Control of the Cont	· · · · · · · · · · · · · · · · · · ·
Source of			Area or Subject of	Period of A	ttendance
Training/Edu	cation	Location	Training/Education	From:	To:
Indiana Universit	У	Bloomington, In	Economics - BA	1972	1978
Marine Corp Univ	versity	Quantico, Va	Military Science	1996	1997
Syarcuse Univers	sity	Syracuse, NY	International Relations	1986	1987
Marine Corp Univ	versity	Quantico, Va	Operational Analysis	1997	1998
A LIST DE LA LES				- Menancial and a second	WITH THE LABOR.
Applicable			Exact Nature of	Employme	
Experience US Marine Corp	V (malaria	Location	Experience	From:	To:
jobs		Various	Logistics and acquisition	1978	2001
Bayer diagnostice distribution/opera		Indianapolis, In	Customer service, financial analysis, mgt	2001	2003
Golden Lion trans	sportation	Indianapolis, In	Management, finanzicial	2003	2005

Leadership training,

2005

pres

authored book

Indianapolis, In

Author/speaker

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: E	Bobish		Phyllis	Marie	
	Last)		(First)	(Middle)	
NAME OF INS	STITUTIO	N: Indiana Bus	siness College $-\mathcal{N}_0$ Y	thwes'	+
10 m 2 mg 2 g 1 mg 1 m 2 m 2 m 2 m 2 m 2 m 2 m 2 m 2 m 2 m		Names of 0	Courses Taught:		
1. Principles	of Busine	5S.			<u></u>
2. Accounting	1				
3. Psychology	1				
4. Fundamen	tals of Ma	ith			
5. Manageme	ent		Without the state of the state	· · · · · · · · · · · · · · · · · · ·	11.7 11 · 11. 11 · 11. 11 · 11. 11 · 11. 11.
· · · · · · · · · · · · · · · · · · ·					
			Western was a second of the se		
Source of			Area or Subject of	Period of A	ttendance
Training/Edu	cation	Location	Training/Education	From:	To:
College - Underg	rad	Marian College	Elementary Education	8/1998	5/1999
College - Underg	rad	Ball State University	Psychology	8/1999	5/2003
College - Grad		Indiana Wesleyan University	MBA	8/2003	12/2005
Sales Training		Ricoh University	Sales	2/2006	2/2006
Applies 61s	- H. L. & B. L. & S. C. C. L. A. C.			Employme	nt Period
Applicable Experience		Location	Exact Nature of Experience	From:	To:
Manager		Carmel	Managed	5/2003	8/2004
Account Executiv	'e	Indianapolis	Sales & Relationship Managing	8/2004	

Instruct Class

9/2004

Instructor

Indianapolis

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:	Hubbard		Destry	Louise		
	(Last)		(First)		(Middle)	
NAME OF IN	ISTITUTIO	ON: Indiana Busin	Indiana Business College - North west			
ो के प्रेरंक प्रमाण है। यात्र संस्थान देखा है।	er milikile	Names of Co	ourses Taught:			
MAT095 - FL	ındamenta	als of Math				
COM105- Co	mmunica	tion I				
CSS100 - St	rategies fo	or Success				
^			VVII			
		· · · · · · · · · · · · · · · · · · ·		With the state of	······································	
	- Walley Company	The state of the s		Will state the state of the sta		
2002-00-		- V	A The state of the			
	,					
Source of			A C. Line	Period of A	ttendance	
Training/Edu	ıcation	Location	Area or Subject of Training/Education	From:	To:	
Ball State Unive	rsity	Muncie, IN	Education	8/1999	7/2004	
The Pacific Insti		Indianapolis, IN	Investment in Excellence	7/2006	7/2006	
Institutional App Training for CSS	lication 3100	Indianapolis, IN	Strategies for Success	9/2006	9/2006	
					(8) (8) (3) (8) (8) (8) (8) (8) (8) (8) (8) (8) (8	
Applicable			Exact Nature of	Employme	nt Period	
Experience Assistant Director	· · · · · ·	Location	Experience	From:	To:	
Education Education	NE OÍ	Indiana Business College	Management, leadership, classroom observations	11/2005	present	

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

centers

Leonard

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Elaine

Perrotti

(Last)		(First)		
NAME OF INSTITUTIO	N: Indiana Busine	ess College - Nort	hwest	-
		urses Taught:	•	
Accounting I, Cost Acc	ounting, Accounting III, Ir	ncome Tax Accounting, F	Principles of E	Business,
Business Math, Custon	ner Service, Fundamenta	als of Math, Presentation	Skills, Comm	unication I
Fundamentals of Comr	nunication,			
			were the second	
201-18-17-12-11-11-11-11-11-11-11-11-11-11-11-11-				
			·	
Source of		Area or Subject of	Period of A	ttendance
Training/Education	Location	Training/Education	From:	To:
San Jose State University	San Jose, California	Business/Accounting	Aug 1973	May 1978
College of Emporia	Emporia, Kansas	Theology/Religious Education	Aug-1980	July 1983
Applicable		Exact Nature of	Employme	nt Period
Experience	Location	Experience	From:	To:
Permanent Substitute Teacher	Traders Point Christian Academy, Indianapolis, IN	Substitute teacher for K-8 th grade - all subjects	Sept 2001	Jan 2005
Self-employed Accountant	Indianapolis, IN	Tax Returns/ accounting procedures for clients	1993	2005
Coordinator for Teen & Children's Ministries	Living Word Fellowship, Indianapolis, IN	Taught, trained teachers, wrote curriculum	1995	2003
Accountant for day care	Learning Time Preschool	Full charge of all		

accounting, except taxes

1989

1993

Indianapolis, IN

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:	Siemen	Diane	
	(Last)	(First) (Middle)	
NAME OF	INSTITUTION:	Indiana Business College - Northwest	···
- B	K THE PROPERTY CONTROL OF THE PROPERTY OF THE	Names of Courses Taught:	**

Courses Taught:	
Indiana Business College	Current
	Indiana Business College

Source of		Area or Subject of	Period of Attendance	
Training/Education	Location	Training/Education	From:	To:
SVSU	Saginaw, Mi	Psychology	8/1995	8/1999
Indiana University	Bloomington	IST	8/06	Present
Microsoft	Redmond, Wa	Techology MS Office	2/02	
	2) (2) (2) (3) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4			
Applicable	#	Evact Nature of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	From:	nt Period To:
- •	Location Cannel, In			
Experience		Experience	From:	То:
Experience New Horizons	Carmel, In	Experience Instructor	From: 3/01	To: 9/01

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:	Tegarden	Diana	J Intidatas
	(Last)	(First)	(Middle)
NAME OF	INSTITUTION:	Indiana Business College Northwest	A STATE OF THE STA
	. :	Names of Courses Taught:	
COM 105 -	Communication I		
COM 206 -	Communication II		
KEY 101 -	Keyboarding I		
MED 101 -	Medical Terminolog	y	

		A Coding of		Period of Attendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:	
Kansas State University	Manhattan, Kansas	Bachelor of Science	1977	1979	
Bowling Green State University	Bowling Green, Ohio	Master of Education	1981	1984	
Wilson College	Indianapolis, Indiana	Court Reporting	1996	1998	
Medical Billing/Coding	online course-California	Medical Billing/Coding	2002	2002	
			Employment Period		
		man carrette	Embroyme	iii Pellou	
Applicable Experience	Location	Exact Nature of Experience	From:	To:	
	Location Oberlin, Ohio				
Experience		Experience	From:	To:	
Oberlin City Schools	Oberlin, Ohio	business ed instructor	From: 1979	To: 1990	

Instructor Qualification Records

Indiana Business College Terre Haute

March 2007

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Bottomley

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Sara

Germain

(Last)		(First)		(Middle)	
NAME OF INSTITUTION	ON: Indiana Busir	Indiana Business College - Terre Hawte			
		ourses Taught:			
ACC101, Accounting I:		; ACC105, Payroll/10 Key	v: ACC107. In	come Tax:	
		Accounting III; ACC202,			
ACC240, Intermediate Accounting I; ACC250, Intermediate Accounting II, MAT105, Business					
Math; BUS205, Econor	•	<u> </u>	-		
	<u> </u>		Τ.		
Source of		Area or Subject of	Period of A	Attendance	
Training/Education	Location	Training/Education	From:	To:	
Indiana Wesleyan University	Marion, IN	Business	2004	2006	
Indiana State University	Terre Haute, IN	Accounting	1982	1986	
Elic seguino se unitamo quel herro Silva California.			Employme	nt Pariod	
Applicable Experience	Location	Exact Nature of Experience	Employme From:	To:	
Indiana Business College	Terre Haute, IN	Instructor	2002	Present	
Terre Haute Heart Center	Terre Haute, IN	Collections Supervisor	1988	2002	

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

Coleman

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Rebecca

Ann

(Last)		(First)		(Middle)	
NAME OF INSTITUTION	ON: Indiana B	Business College — Teri	re Han	te	
	Names o	f Courses Taught:			
KEY101 Keyboarding		ding II; KEY 201, Keyboardin	na III. KEY 20	2 Machine	
		COM103, Communication II;		2, 14140111110	
	· · · · · · · · · · · · · · · · · · ·	Skills; and BUS230, Business		adures	
Communication in, Cr	O TO 1, 1 TOOCHEARDITE	okiiis, arid boozoo, busiiiese	3 011100 1 1000	oduros.	
	· · · · · · · · · · · · · · · · · · ·				
					
Source of		Area or Subject of	Period of /	Attendance	
Training/Education	Location	Area or Subject of Training/Education	From:	To:	
Indiana State University	Terre Haute, IN	Masters in Bus. Education	1970	1972	
Indiana State University	Terre Haute, IN	Bachelor in Bus. Education	1966	1970	
			Name of Substitution of the Control	Appear of metallications and an artist of the second secon	
Applicable		Exact Nature of	Employme	nt Period	
Experience	Location	Experience	From:	To:	
Indiana Business College	Terre Haute, IN	Instruction	1991	Present	
North Vermillion School Corp.	Cayuga, IN	Teacher	1973	1974	
Greater Consolidated Jasper Schools	Jasper, IN	Teacher	1970	1972	

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:

McGuire

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Karen

Sue

(Last)		(First)		(Middle)	
NAME OF INSTITUTION	N: Indiana Busin	ess College - Te	crre He	unte_	
	Names of Co	urses Taught:			
CPU200, Computers a	nd Office Automation; CF	PU212, Word Processing	; CPU220,		
Spreadsheets; CPU230), Database; and CPU25	0, Software Integration			
		·		-	
		A	Period of A	ttendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:	
Indiana Wesleyan University	Marion, IN	Business	1993	1994	
St. Mary-of-the-Woods College	St. Mary-of-the-Woods, IN	Business	1986	1992	
				en en filoso en esperante en	
1 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Er kantiler fille om det ender sinne et filmet for nere et till flemtille mediativ for het helde medet kan held		Employme		
Applicable Experience	Location	Exact Nature of Experience	From:	To:	
Indiana Business College	Terre Haute, IN	Computer Instruction	1993	Present	
St. Mary-of-the-Woods College	Terre Haute, IN	Director of Computer Info.	1984	1993	
Indiana State University	Terre Haute, IN	Payroll Coordinator	1976	1984	

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Applicable

Experience

Signal Capital Management

Fine and Hatfield

Indiana Business College

Indiana State University

Location

Terre Haute, IN

Terre Haute, IN

Terre Haute, IN

Vincennes, IN

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

To:

Present

Present

Present

2002

From:

2006

2000

2004

2000

NAME: _	Myers		Margaret (First)		Edith (Middle)	
	(Last)					
NAME OF INSTITUTION:		ON: Indiana I	Indiana Business College — Te		rre Haute	
		Names o	of Courses Taught:			
COM090, Fu	ındamenta	ls of Communicatio	n; COM105, Communicatio	n I, COM206,		
Communicat	ion II; KEY	/101, Keyboarding	i; SPC101, Presentation Ski	lls; MGT200,		
Managemen	t; LEG101	, Business Law; BU	IS200, Fundamentals of e-B	usiness.		
	•					
						
						
				Period of Attendance		
Source of Training/Ed	ducation	Location	Area or Subject of Training/Education	From:	То:	
Indiana State U	niversity	Terre Haute, IN	Business	2001	2004	
Vincennes Univ	ersity	Vincennes, IN	Paralegal	1998	1999	
Oakland City U	niversity	Oakland City, IN	Social Studies/Edu	1994	1998	
			-			
gradient of principle of the second of the s	Approximately and a second sec					
			1	Employme	Employment Period	

Exact Nature of

Portfolio Management

Legal document prep

Experience

Instruction

Instruction

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Sue

1997

Middle School Teacher

2000

NAME:	Watson		Theresa	Sue			
	(Last)		(First)		(Middle)		
NAME OF I	NSTITUTIO	ON: Indiana B	Indiana Business College - T		me Haute		
		Nemes el	Courses Taught:				
		Names of	Courses raught.				
CPU200, C	omputer an	d Office Automation;	CPU212, Word Processin	g; CPU220, Sp	readsheet;		
CPU230, Da	atabase; C	PU250, Software Inte	egration; KEY101, Keyboar	ding I, KEY102	2,		
Keyboardin	g II, KEY20	1, Keyboarding III; K	EY202, Machine Transcrip	tion; and KEY2	203,		
Medical Ma	chine Trans	scription					
	·		<u> </u>				
					<u></u>		
	,						
				Period of	Period of Attendance		
Source of Training/E		Location	Area or Subject of Training/Education	From:	То:		
Indiana State	University	Terre Haute, IN	Elem. Education	1994	1999		
Purdue Unive	rsity	W. Lafayette, IN	Elem. Education	1988	1993		
	-						
Xanay III III Xanay Xanay	To Leaving the company			Francisco de la constanta de l	The state of the s		
Applicable			Exact Nature of	Employme	Employment Period		
Experience		Location	Experience	From:	To:		
Indiana Busine	ess College	Terre Haute, IN	Instruction	2001	Present		
Anderson's M Products	edical	Terre Haute, IN	Collections	1997	2002		
Vigo County S	School	Terre Haute, IN	Remediation Teacher	2001	2001		

St. Patrick School

Terre Haute, IN

